

**Agreement**

between the

**Eastern Education Association**

and the

**Board of Education**

of

**Eastern Camden County**

**Regional School District**

**The County of Camden, New Jersey**

**2014 - 2017**



## ARTICLE I

### RECOGNITION

#### A. UNIT

The Board hereby recognizes the Eastern Education Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all teachers and other personnel hereinafter enumerated, under contract or on leave with the Board including nurses, full-time trainer, guidance counselors, substance awareness coordinator, librarians, child study team members, custodians, secretaries, and instructional aides; excluding Superintendent, Principals, Vice Principals, Assistant Principals, the Cafeteria staff, Cafeteria workers, Business Administrator/Board Secretary, Secretary to the Superintendent, Assistant Business Administrator, Accountant, Police Officer, Job Coach, Assistant Job Coach, Director of Buildings and Grounds, Assistant Director of Buildings and Grounds, Assistant Superintendent, Supervisor of Child Study Team, Teacher Assistants, Secretary to the Assistant Superintendent, Secretary to the Director of Special Services, Secretary to the Director of Curriculum, Director of Student Information & Technology, Athletic Director, Director of Guidance, Supervisor of Guidance, Special Services Director, Technology Information Providers, Hall Monitors, Public Information Officer, Transportation Coordinator, Data Processing Personnel, Central Office Secretaries, Computer Technicians, Television Studio Technicians, and Supervisory School Psychologist.

#### B. DEFINITION OF TEACHER

Unless otherwise indicated, the term "teachers" when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined, and references to male teachers shall include female teachers.

#### C. DEFINITION OF FULL-TIME SECRETARY

Unless otherwise indicated, the term "full-time secretary" or "secretary" when used hereinafter in this Agreement, shall refer to all secretaries and clerks on a ten (10) or twelve (12) month contract and represented by the local Association as the bargaining unit for collective negotiations.

#### D. DEFINITION OF FULL-TIME CUSTODIANS

Unless otherwise indicated, the term "full-time custodian" or "custodian" when used hereinafter in this Agreement, shall refer to all custodians and maintenance personnel employed on a ten (10) or twelve (12) month contract and represented by the local Association as the bargaining unit for collective negotiations.

#### E. DEFINITION OF INSTRUCTIONAL AIDE

Unless otherwise indicated, the term Instructional Aide will indicate Resource Aides, Applied Behavioral Analyst and Discrete Training Classroom Assistants, both part and full time.

## ARTICLE II

### NEGOTIATION OF SUCCESSOR AGREEMENT

#### A. DEADLINE DATE

The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws 1975 in a good-faith effort to reach agreement on terms and conditions of employment. Such negotiations shall begin at such time as shall be required by PERC guidelines and all proposals shall be exchanged by the Board of Education and the Association no later than the third Wednesday of November. If no such proposals are presented there shall be no negotiations. If the Board presents a proposal or indicates a desire to negotiate a current contract provision during negotiations, then such matter shall be negotiable. Any agreement so negotiated shall apply to all employees represented by the local Association as the bargaining unit for collective negotiations, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.

#### B. MODIFICATION

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

#### C. DATES

Negotiations shall commence with a meeting at a mutually satisfactory place no later than thirty (30) calendar days after the third Wednesday of October, unless the Board and the Association mutually agree to an extension of time. During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposal and counter proposals. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

#### D. PARTICIPATION

Whenever any representative of the local Association participates during working hours in negotiations, he shall suffer no loss in pay when the meeting is mutually scheduled by the parties. Representatives of the Secretarial and/or custodial/Maintenance areas will only be released during working hours for the first negotiations meeting plus four (4) additional meetings of EEA's choosing, and for attendance at meetings beyond these that are required and mutually agreed upon by both parties. Association representatives will be expected to perform their normal duties the same as any other employee covered by this Agreement. Representatives shall conduct Association activity during non-working or non-paid time.

## ARTICLE III

### GRIEVANCE PROCEDURE

#### A. DEFINITIONS

1. The term "Grievance" means a complaint that there has been an improper application, interpretation or violation of any policy, agreement or administrative decision which affects a term and condition of employment.
2. An "aggrieved person" is the person or persons or the Association making the claim.
3. A "party in interest" is the person or persons making the claim and any person including the Association or the Board, who might be required to take action or against whom action might be taken in order to resolve the claim.

#### B. PURPOSE

The purpose of this procedure is to secure, at the lowest possible level, solutions to grievances which may from time to time arise affecting employees. The parties agree that these proceedings will be kept as informal and confidential as may be appropriate at all levels of the procedure.

#### C. PROCEDURE

1. A grievance may be filed by any individual covered by this Agreement, a group of individuals covered by this Agreement or by the Association, either in its own name or as the representative of a group or class whose individual signatures shall not be necessary. All time limits herein are considered to be maximum times and every effort shall be made to render decisions as quickly as possible. However, if it is mutually agreed by the parties at any level, the time limit may be extended.

For 10-month personnel, the period after the last working day in June through the first working day in August/September will follow the work day calendar for 12-month employees for the purpose of continuing the grievance process.

2. Failure at any level of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievance to proceed to the next level. Failure at any level of this procedure to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level. Any grievance must be lodged at the proper initiating level within twenty-five (25) work days of the happening of the event. A work day shall be defined as a day that the aggrieved is scheduled to work.
3. It is understood that individuals shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

D. LEVEL ONE: IMMEDIATE SUPERVISOR

1. Except for group, class, policy or salary grievances which shall be initiated by the Association or employee at the Superintendent's level, any employee who has a grievance shall discuss it first with the Principal or immediate supervisor, if applicable, in an attempt to resolve the matter informally at that level.
2. At the option of the immediate supervisor, or Principal in cases where the Principal is the immediate supervisor, and for any reason, the grievance may be transmitted to the next level.

E. LEVEL TWO: PRINCIPAL

- 1: If, as a result of the discussion, the matter is not resolved to the satisfaction of the grievant within six (6) work days, he shall set forth his grievance in writing to the Principal specifying:
  - a. the nature of the grievance;
  - b. the nature and extent of the injury, loss or inconvenience;
  - c. the results of previous discussions;
  - d. his dissatisfaction with decisions previously rendered.
2. The Principal will communicate his decision within six (6) work days of receipt of the written grievance.

F. LEVEL THREE: SUPERINTENDENT

The grievant, no later than eleven (11) work days after receipt of the Principal's decision, may appeal the decision to the Superintendent. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the grievant's supervisor and explaining his dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed eleven (11) work days. The Superintendent shall communicate his decision in writing to the grievant and the grievant's supervisor.

G. LEVEL FOUR: BOARD OF EDUCATION

If the grievance is not resolved to the grievant's satisfaction, he, no later than eleven (11) work days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent who shall attach all related papers and forward the request to the Board. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, hold a hearing with the grievant and render a decision in writing within forty-five (45) calendar days of receipt of the grievance by the Board.

H. LEVEL FIVE: ARBITRATION

Only a complaint that there has been an improper application, interpretation or violation of the contract shall be subject to the arbitration procedure.

Notice of intention to proceed to arbitration shall be given to the Board through the Superintendent within eleven (11) work days after receipt of the decision which is being appealed. Only the parties signatory to this Agreement shall have the right to proceed to arbitration and said right shall not accrue to an individual employee or group of employees. Said arbitration shall be binding and shall be conducted under the rules of the American Arbitration Association.

The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from, the Agreement between the parties. The Board, Association, and the aggrieved shall receive copies of the arbitrator's opinion and award.

I. NON-GRIEVABLE MATTERS

The following matters shall not be grievable:

1. The termination of the contract of a non-tenure teacher and the failure or refusal of the Board to renew a contract of a non-tenure teacher;
2. In matters where a method of review is prescribed by law, or by any rule, regulation or bylaw of the State Commissioner of Education or the State Board of Education;
3. In matters where the Board is without authority to act;
4. In matters where the discretion of the Board may not be unlimited but where, after the exercise of such discretion, a further review of the Board's action is available to employees under provisions of State Law.

J. RIGHTS OF UNIT MEMBERS TO REPRESENTATION

1. Any grievant may be represented at all levels of the grievance procedure by himself, or at his option, by a representative selected by him or by the Association.
2. When a grievant is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the grievance to the Superintendent or any later level, be notified that the grievance is in process, have the right to be present and present its position in writing at all hearing sessions held concerning the grievance.

3. The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in utilizing this grievance procedure.

No meeting or hearing conducted under this procedure shall be public. The only parties in attendance shall be the parties in interest, witnesses and the designated or selected representatives contemplated in this article.

K. COSTS

1. The fees and expenses of the arbitrator and costs of hearing room shall be shared equally by the Board and the Association.
2. If time is lost by any grievant due to arbitration proceedings necessitating the retention of a substitute, the Board of Education will pay only the cost of the substitute, and the time lost by the grievant must either be without pay and/or charged to appropriate leave time.

ARTICLE IV

EMPLOYEE RIGHTS

A. RIGHTS AND PROTECTION IN REPRESENTATION

Pursuant to Chapter 123, Public Laws of 1975, the Board hereby agrees that every teacher employed by the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective negotiations. As a duly selected body exercising governmental power under the Laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1975, or other laws of New Jersey or the constitutions of New Jersey and the United States; that it shall not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any internal activities of the Association, collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement with respect to any terms or conditions of employment.

B. EVALUATION OF STUDENTS

The teacher shall have the right and responsibility to determine grades and other evaluations of students within the grading policies of the Eastern School District based upon his professional judgment of available criteria pertinent to any given subject area or activity to which he is responsible. No grade or evaluation shall be changed without consultation with the teacher involved and a record made of any change. Said record will be maintained with the Supervisor of Guidance.

C. CRITICISM OF EMPLOYEES

Any question or criticism by a supervisor, administrator, or board member of an employee and/or his methodology or any question or criticism by any employee of a supervisor, administration, or board member shall be made in confidence and not in the presence of students, parents, or other public gatherings, except those acts which must be taken by law at a public meeting.

D. REQUIRED MEETINGS OR HEARINGS

Whenever any individual covered by this Agreement is required to appear before the Board, a committee thereof or Superintendent concerning any matter which would result in termination of employment or the withholding of an increment for that individual, prior written notice of the reasons for such meeting or interview shall be given and the individual shall be entitled to have a representative member of the Association present at such meeting or interview.

E. RIGHTS OF NEW JERSEY SCHOOL LAWS

Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

F. JUST CAUSE

1. No tenured employee shall be disciplined or reprimanded without just cause.
2. No custodian, after eighteen (18) months of continuous service, shall be disciplined or reprimanded without just cause. The first contract year of custodial employment is probationary and said employees may be dismissed with 7 days notice and 5 days separation pay.
3. No secretary, after eighteen (18) months of continuous service, shall be disciplined or reprimanded without just cause. The first contract year of secretarial employment is probationary and said employees may be dismissed with 7 days notice and 5 days separation pay.
4. No instructional aide, after three consecutive semesters of continuous service, shall be disciplined or reprimanded without just cause. The first contract year of instructional aide employment is probationary and said employees may be dismissed with 7 days notice and 5 days separation pay.

## ARTICLE V

### ASSOCIATION RIGHTS AND PRIVILEGES

#### A. INFORMATION

Upon reasonable request by the Association, the Board agrees to make known to the Association when and where it may obtain such documents as the Board is required by law to release and to make available to the public.

#### B. RELEASED TIME FOR MEETINGS

1. Whenever any representative of the local Association or any employee participates during working hours in grievance proceedings, conferences, or meetings, he shall suffer no loss in pay when the meeting is demanded by the administration. Association representatives will be expected to perform their normal instructional duties the same as any other teacher. Representatives shall conduct Association activity during non-working or non-paid time.
2. All certified staff and instructional aides, together with one secretary and one custodian from each school, shall have release time to attend Eastern Education Association meetings after 2:30 p.m. of the school day four times a year. No loss in pay shall result from attendance at such meetings.

#### C. ORIENTATION PROGRAMS

An Association representative may speak to the teachers concerning Association business at in-service meetings or general faculty meetings provided he requests same prior to the meeting, and the request is approved by the Principal which will not be unreasonably withheld.

#### D. USE OF SCHOOL BUILDINGS

The Association and its representatives shall have the privilege to use school buildings at all reasonable hours for meetings. The Principal shall be notified in advance of the time and place of all such meetings. Approval shall be required from the Superintendent.

#### E. USE OF SCHOOL EQUIPMENT

The Association shall have the privilege to use school facilities and equipment, including computers, copying machines, other duplicating equipment, calculating machines, and all types of audiovisual equipment at reasonable times, when such equipment is not otherwise in use, upon prior approval of the Principal. The Association shall pay for the reasonable cost of all materials and supplies incident to such use, and for any repairs necessitated as a result thereof.

F. BULLETIN BOARDS

The Association shall have, in the school building, the exclusive use of a bulletin board in faculty workrooms and teachers' dining rooms. The Association shall also be assigned adequate space on the bulletin board in the central office for Association notices. Copies of all materials to be posted on such bulletin boards shall be given to the Principal, but no approval shall be required. The Board shall assume no responsibility for the posting of same.

G. MAIL FACILITIES AND MAIL BOXES

The Association shall have the right to use the school mail boxes as it deems necessary upon notice to Principal or his designee, but no approval shall be required. The Board shall assume no responsibility for the distribution of same.

H. EXCLUSIVE RIGHTS

The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Eastern Education Association as the exclusive representative of the employees covered by this agreement, and to no other organizations.

I. ATTENDANCE OF MEMBERS' CHILDREN AT EASTERN

Children of staff members who reside outside of the sending district may attend Eastern High School free of tuition, provided that the child has not been removed from other schools for disciplinary reasons and, in the opinion of the Superintendent, the child's attendance at Eastern will not contribute to overcrowding. Any student who does not qualify as a resident student of Eastern High Schools on the Application for State School Aid, will be disallowed from attending under this provision.

J. LEAVE

The Association shall be granted four (4) days of paid leave per year for persons designated by the Association. Notice of such leave shall be made by the Association President in the same manner as personal day leave. Four (4) additional days shall be granted whereupon the Association shall reimburse the Board the cost of the substitute teachers.

K. DUTY PERIODS

The Association President shall not be assigned a duty period and the remaining four (4) executive officers shall be assigned "coverage duty."

Teachers without a homeroom assignment may be assigned hallway or coverage duty during the homeroom period.

## ARTICLE VI

### TEACHER WORK YEAR

#### A. IN-SCHOOL WORK YEAR

##### 1. Ten (10) Month Personnel

The in-school work year for teachers employed on a ten (10) month basis (new staff may be required to attend an additional one (1) day orientation) shall be as follows:

2011-2014: 189 days per year (183 full instructional; 3 full in-service; 2 5-hour in-service; 1 non-instructional at end of year)

Instructional days cancelled and not rescheduled for students will not be rescheduled for members of the teaching unit.

In-service of up to 4 days each year will be scheduled in the week before Labor Day. Two days will be 5 hours in duration, excluding lunch, in consideration for which the first pay date for September shall be the first Friday after Labor Day.

Teachers who choose to attend 9-12 Saturday in-service schedule will be paid \$90.00; full day @ 6 hours will be paid \$180.00.

##### 2. Definition of In-School Work Year

The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required.

##### 3. Inclement Weather

Teacher attendance shall not be required whenever student attendance is not required due to inclement weather.

#### B. SCHOOL CALENDAR

The school calendar for each year during the term of this contract shall be supplied to the local Association Officers no later than April 30 of the school year. Changes in the school calendar shall be made after consultation with the local Association Officers and the Board.

## ARTICLE VII

### TEACHING HOURS AND TEACHING LOAD

#### A. TEACHER DAY

##### 1. Regular Work Day

All certified personnel with a regular work load have a work day of 7 hours and 15 minutes, 7 hours on the last day of the work week and on Back-to-School Night where attendance is required. Certified personnel with an overload or with an extra duty period have a work day of 7 hours and 30 minutes, 7 hours and 15 minutes on the last day of the work week and on Back-to-School Night where attendance is required. All personnel are required to indicate their attendance by signing in with name and time of arrival and signing out with name and time of departure. In the event the Board of Education extends the 7 hours and 15 minute day by an additional 20 minutes to a 7 hour and 35 minute day, a 1.5 percent increase will be instituted on the guide for that year.

##### 2. Early Schedule Assignment

All certified personnel with an early schedule assignment shall be paid on schedule D. If an additional class assignment (overload) involves an early schedule assignment, the teacher will be paid on Schedule C.

##### 3. Twelve-Month Employees

All certified twelve month personnel shall have a work day of 8 hours (7 hours 45 minutes on the last day of the work week), the same work year as the administrative staff, a pay rate of 1.2 times their step on schedule A, 12 sick days annually, and 15 vacation days annually (20 days shall be available on July 1 of the fifth year in the position). The creation and staffing of such positions remain a board prerogative.

##### 4. Department Facilitator

All certified personnel selected by the Board to fill the positions of Department Facilitators shall be paid on Schedule E.

#### B. TEACHING LOAD

##### 1. High School

The daily teaching load shall not exceed five (5) teaching periods or ten (10) modules. Assignment to a non-instructional duty, during school hours, shall be one (1) period per day or two (2) modules, except for any teacher who may be required to teach more than ten (10) modules. Non-instructional duty shall include but not be limited to study periods, coverage duty, behavioral modification program duty, in school suspension, hall supervision, cafeteria

supervision and attendance duty.

2. Instructional Planning

Every teacher shall plan and teach the prescribed course content in the manner he considers most practical and useful. Teachers shall provide substitutes with daily, weekly, and/or alternate plans as needed.

3. Back-To-School Night

Attendance at one Back-To-School Night each year by members of the professional staff is considered mandatory except with permission of the Principal.

4. Physical Education Teaching Load

A Physical Education teacher's load may be six classes, provided he will have a maximum of three preparations, may not be assigned all health classes, and their total teaching load does not exceed twenty-five periods (fifty mods) per week. Should a Physical Education teacher's class load be fewer than twenty-five periods per week he shall be subject to assignment up to a total of 25 periods per week. Should his teaching load exceed twenty-five periods per week, additional compensation shall be prorated from the amount stated in Article XVIII, D., 3.a.

C. LUNCH PERIODS

1. Grade Level and Other

Teachers shall have a daily duty-free lunch period of at least thirty (30) minutes or a period of time equal to the students.

2. Leaving the Building

Teachers may leave the building during their scheduled duty free lunch periods and preparation periods upon signing out or advising an Administrator or Administrator's Secretary. Preparation periods shall not be used for demonstrations or protests.

D. MEETINGS

1. Upon the request of the department members, a representative of the department may meet with the Board at least once a year.
2. All teachers will be required to attend a department meeting or faculty meeting which will end no later than 3:00 pm four times a year. A list of scheduled dates and times will be distributed to the staff at the beginning of each school year.

E. PREPARATION TIME

1. Grade Level

Classroom teachers shall, in addition to their lunch period, have daily preparation time during which they shall not be assigned to any other duties. This daily preparation time shall consist of consecutive modules. Program conflicts will be resolved by the Principal.

2. Extra Assignment

It is desirable for each teacher to have an uninterrupted preparation period each day. A teacher may not be compelled to serve as a substitute during his scheduled unassigned preparation time, unless it is determined by the Principal to be an emergency situation.

F. EXTRA-CURRICULAR ACTIVITIES

1. Approved Activities

The Board and the Association agree that the extra-curricular activities listed in the attached Schedule are educationally worthwhile, but are subject to budgetary constraints.

2. Vacancies

All vacancies in extra-curricular positions shall be adequately posted by the Board in accordance with the following procedure:

a. Date of Posting and Application

When school is in session, a notice shall be posted as far in advance as practicable, ordinarily at least thirty (30) school days before the final date when applications must be submitted and in no event less than five (5) school days before such date. A copy of said notice shall be given to the Association at the time of posting. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time specified in the notice.

b. Summer Application Procedure

Teachers who desire to apply for a position which may be filled during the summer period when school is not regularly in session shall submit their names to the Superintendent, together with the position(s) for which they desire to apply, and an address where they can be reached during the summer. The Superintendent shall notify such teachers of any vacancy in a position for which they desire to apply.

c. Criteria for Notice

The qualifications for the position, its duties and the rate of compensation shall be clearly set forth in the posting. When in the opinion of the Superintendent the qualifications for the position have been substantially changed, a new posting shall occur.

d. Selection Procedure

- i. All qualified teachers shall be given adequate opportunity to make application within announced deadlines. The Board agrees to give due consideration to the background and attainments of all applicants and other relevant factors.
- ii. The Board may employ any holder of a New Jersey teaching certificate to work in an activity position or a coaching position.

In the event there is no qualified and certified applicant for a coaching position, the holder of a county substitute credential pursuant to N.J.A.C. 6A:9-6.5 is authorized to serve as an athletic coach for a designated sports season in accordance with the process found in N.J.A.C. 6A:9-5.19.

In the event there is no qualified and certified applicant for an activity position, the holder of a county substitute credential pursuant to N.J.A.C. 6A:9-6.5 is authorized to serve in the activity position.

Any outside person so selected shall be compensated in accordance with the rates set forth in the activities or coaching schedules. The Board shall have the exclusive right to determine the step on the guide.

- iii. In the event that the Board is unable to employ a qualified person in accordance with the procedures set forth in Sections d-i or d-ii above, the Board may assign a qualified teaching staff member from within the district. In-district qualified teachers shall not be involuntarily assigned to extra-curricular positions for more than one (1) year, provided, within the reasonable discretion of the Superintendent, there is a pool of qualified candidates.

e. Evaluation

Each individual shall be evaluated at least once during his extra-curricular assignment. Such evaluation shall include a written report which may be followed by a conference between the evaluator and evaluatee if either so requests. The purpose of such evaluation is to provide continued growth in the area, to provide assistance to the teacher so that the teacher may carry out the activity in a successful manner, and to provide a basis for

renewal or non-renewal to the position.

3. Salary

Teacher participation in extra-curricular activities which extend beyond the regularly scheduled in-school day shall be compensated according to the rate of pay in the appropriate schedule.

4. Resignation Procedure

All coaches and sponsors, listed in the appropriate Schedules, must provide the Board with thirty (30) days written notice of their intention to resign from their coaching or sponsor position.

G. FIELD TRIPS

Teacher attendance on field trips shall be voluntary.

ARTICLE VII (a)

INSTRUCTIONAL AIDE WORK DAY, WORK YEAR & OVERTIME

A. IN-SCHOOL WORK YEAR

Work year will be 185 days (183 student and 2 in-service), 7.5 hours per day.

B. INSTRUCTIONAL AIDE OVERTIME

Definition: Overtime shall be defined as working in excess of 40 hours per week. Compensation for administratively approved overtime will be 1.5 times the employee's regular wages.

C. LUNCH PERIODS

1. Instructional Aides with 7 or more hours per day will receive a 30 minute paid lunch period.
2. Instructional aides with at least 5 hours per day will be eligible for a 30 minute unpaid lunch period.

D. EVALUATIONS

An Instructional Aide shall be given a copy of any class visit or evaluation report prepared by his evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the Instructional Aide's file or otherwise acted upon without prior conference with the Instructional Aide. No Instructional Aide shall be required to sign a blank or incomplete evaluation form.

## ARTICLE VIII

### CUSTODIAL WORK DAY, WORK YEAR

#### A. WORK YEAR

The work year for all ten (10) month employees shall be September 1 through June 30 of each year. The work year of all twelve (12) month employees shall be July 1 through June 30 of each year.

#### B. WORK DAY

1. Each employee shall have a normal work day of 7.5 hours, exclusive of a 30 minute lunch period.
2. 37.5 hours shall constitute a normal work week in any one calendar week, calculated from Sunday through Saturday.
3. Shifts: Initial assignments to shifts shall be determined by the Director of Buildings and Grounds. Any reassessments to a different shift shall be on a voluntary basis. If there is no volunteer, the Director of Buildings and Grounds may assign an employee by giving two weeks notice of such change of assignment in writing.
4. Each employee shall be entitled to one (1) twenty (20) minute break, in the morning (or at other appropriate times during the other shift(s)). The times shall be standardized and mutually agreed upon by the employees and the Director of Buildings and Grounds.
5. Employees may leave the building during any unscheduled work time upon approval of the Director of Building and Grounds or their immediate supervisor as long as at least one employee with a black seal license, if required, remains in the building.
6. The Director of Building and Grounds will make an attempt to notify an employee of any change of that employee's shift and/or work day during the week prior to the applicable week.
7. Employees shall be granted sufficient time prior to the end of the work shift to put away equipment and supplies and clean up. The supervisor's discretion shall prevail.
8. Any employee called to return to work outside of his regularly scheduled shifts shall be paid for a minimum of two (2) hours overtime at time and one half, if over 37.5 hours.

9. In the interest of safety, whenever there is only one custodian working in the building he shall be provided with an emergency beeper and shall not be required to perform hazardous task, i.e., electrical repair work or work at heights over six (6) feet.
10. If a vacancy exists on any shift it shall first be offered to any qualified employee within the same job classification on another shift, in descending order of seniority, before the vacancy is filled by a free to hire. Eligible employees must be on full time work status. Notification of the vacancy will be given for at least two work days. Employees will have three (3) working days to make their request for consideration known.

C. N.J.E.A. CONVENTION

Four (4) days on a unit-wide basis (no more than one per person, per year) shall be taken on a rotating basis to be determined by seniority and the Association President. Proof of attendance must be submitted to immediate supervisor upon return to work.

ARTICLE IX

CUSTODIAL OVERTIME

A. DEFINITION

Overtime is defined as any time spent at regular duties or other assigned duties, except bus driving, consistent with this Agreement, beyond the 37.5 hours per week; before/after regular daily work hours; or any day other than provided in the regular work year. Use of facilities work shall follow the Board approved schedule for the purposes of compensation.

This item is included in Board policy (4117.31) and shall include the following concepts:

1. Seniority list
2. Rotation
3. Pass-lose opportunity until name comes up again
4. Administration may seek individuals from out of seniority list if the overtime requires special skills
5. Administration has right to assign the least senior employee if there are no volunteers.
6. Overtime will not be granted to an employee who was absent on sick leave the last working day prior to the overtime assignment. Said employee, however, shall be placed on the rotation list upon his return to work.

7. Custodial Overtime Procedures

- a. List employees' names according to seniority showing present classification and date of hire.

Responsibility: Administration

- b. Post the list in "a." above, with all known weekday and weekend overtime listed, for at least a two (2) day period (see Appendix A). In accordance with A.1. through A.6. of this Article, the next employee will write 'yes' or 'no' to the dates and times listed.

Responsibility: 1. Administration  
2. Employee

Overtime, which is not known in a timely manner for posting purposes, shall be assigned by the Director of Buildings and Grounds, or his designee (not a unit member). It is intended that the assignment be granted on a voluntary basis, but in the event there are no volunteers, it may be assigned on a reverse seniority basis considering there are not special skills needed.

- c. Overtime list (Appendix A) will be removed at the end of the night shift each Wednesday. Post "Corrected or Final" listing by noon on the following Thursday.

Responsibility: Administration

8. In cases of custodial overtime when there is only one (1) custodian with a black seal license, that custodian shall be paid for a 30 minute lunch period since that custodian can not leave the building when the building is occupied by the public. Such payment shall be at regular hourly rate and not count toward the weekly 37.5 hours needed to qualify for overtime.

B. RATE OF OVERTIME

Overtime shall be at a rate of 1.5 times that of regular time, except during holidays or the employee's seventh consecutive work day when it shall be two (2) times regular time. Every effort shall be made to ensure adequate notice of necessary overtime except in emergency situations.

## ARTICLE X

### CUSTODIAL HOLIDAY SCHEDULE

A. The following paid holidays shall be in effect for the term of this contract:

1. July 4th
2. Labor Day
3. Columbus Day
4. Thanksgiving Day and the day after
5. Christmas Eve
6. Christmas Day  
(Additionally, Custodians shall be off the day after Christmas, except when the day after Christmas falls on a Saturday, Sunday, or Monday, in which case a holiday representing the day after Christmas Day will not be granted.)
7. New Year's Eve
8. New Year's Day
9. Martin Luther King Day
10. President's Weekend
11. Good Friday
12. Easter Monday
13. Memorial Day

If a holiday falls on a Saturday, employees shall not be required to work on the preceding Friday; and, if the holiday falls on a Sunday, employees shall not be required to work on the following Monday. If school is in session on the above Friday or Monday, employees shall receive a "floating" holiday to be taken on a day approved by the administration.

When Christmas Day and New Year's Day are on Saturday, the holidays granted for Christmas Eve, Christmas Day, New Year's Eve and New Year's Day will be 12/24, 12/27, 12/30 and 12/31. When Christmas Day and New Year's Day are on Monday, the holidays granted for Christmas Eve, Christmas Day, the day after Christmas, New Year's Eve and New Year's Day will be 12/25, 12/26, 12/27, 12/29 and 1/1 respectively.

When Jewish holidays are listed in the school calendar, custodian/maintenance personnel will be entitled to no more than two of the listed days as holidays, regardless of the number of Jewish holidays in the school calendar.

There must be sufficient custodian/maintenance personnel on duty during each of the Jewish holidays to assure adequate coverage for school activities. The number of staff required each day will be determined by the Director of Buildings and Grounds.

If there are no more than two holidays in a particular year, the custodian/maintenance staff who work on those days will be given a floating holiday during the same school year, for each Jewish holiday worked. The Director of Buildings and Grounds must be notified five work days prior to taking the floating holiday for scheduling purposes.

Time worked during the Jewish holidays will not be considered overtime under the holiday provision. However, the overtime rules for work in excess of 37.5 hours per week or the seventh consecutive work day will apply.

## ARTICLE XI

### CUSTODIAL VACATION SCHEDULE

#### A. TWELVE MONTH EMPLOYEES

All twelve month employees shall receive ten (10) days vacation upon completion of one (1) year's service. In the fifth (5) year employees shall receive fifteen (15) days vacation which shall be available on July 1 of the fifth year. Custodians with fifteen (15) or more years of service shall receive twenty (20) days of vacation which shall be available on July 1 of the fifteenth year. Five (5) of these days must be taken during the winter or spring recess unless the Director of Buildings and Grounds permits otherwise. New employees will be prorated to the nearest .5 day based on ten (10) days annually. Vacation may not be taken ten (10) working days prior to the opening of school for students. A custodian with perfect attendance for a full fiscal year shall receive one additional vacation day the following work year.

#### B. TEN MONTH EMPLOYEES

Ten month employees shall be entitled to no paid vacation time unless they are to have continuous employment by entering into a twelve (12) month contract with no break in employment, whereupon, the employee shall be entitled to ten (10) days vacation time for working the prior ten (10) months, or a prorated amount if having worked less than ten (10) months.

## ARTICLE XII

### SECRETARIAL WORK YEAR, WORK DAY

- A. The work year of all ten (10) month employees shall be September 1 through June 30 of each year. The work year of all twelve (12) month employees shall be July 1 through June 30 of each year.
- B. Each employee shall have a normal work day of seven (7) hours and 15 minutes, except on the last day of the work week when it shall be seven (7) hours.
- C. All secretaries covered in this Agreement shall normally not be required to report earlier than one-half hour before the first regularly scheduled class and not be required to remain more than eight (8) hours after the reporting time.
- D. Each employee shall be entitled to a twenty (20) minute break, once in the morning, and once in the afternoon.
- E. Employees may leave the building during their scheduled lunch period.
- F. When schools are closed due to inclement weather, no secretary shall be required to work unless deemed necessary by the Superintendent or his designee.
- G. In the event that Administration or Board or both shall determine that conditions in the school system or a portion thereof are unsafe or hazardous for the health, safety or well-being of students and staff members, the Association shall be consulted immediately for its advice to promote the safety of students, staff members and property. In such events, secretaries may not be required to perform their regular duties, but may be reassigned to other secretarial duties during the emergency.
- H. An administrator will be scheduled on the school campus when secretaries are working.
- I. Employees shall not be required to lift or carry any object that exceeds those guidelines as established by OSHA.
- J. Secretaries will be permitted to carry over a maximum of two unused vacation days to be used in the following year.

## ARTICLE XIII

### SECRETARIAL OVERTIME

#### A. DEFINITION

Overtime shall be defined as working in excess of thirty-six (36) hours per week. Compensation for administratively approved overtime will be 1.5 times the employee's regular wage rate on an hourly basis.

## ARTICLE XIV

### SECRETARIAL HOLIDAY SCHEDULE

A. The following paid holidays shall be in effect for the term of the contract:

1. July 4th
2. Labor Day
3. Columbus Day
4. NJEA Convention - 2 days
5. Thanksgiving Day and the following Friday
6. Christmas Eve
7. Christmas Day
8. New Year's Eve
9. New Year's Day
10. Martin Luther King Day
11. President's Weekend
12. Good Friday
13. Easter Monday
14. Memorial Day

In addition, during the winter and spring vacations, the secretarial staff shall not be required to work.

When Jewish holidays are listed in the school calendar, secretaries will not be required to work.

B. If a holiday falls on a Saturday, employees shall not be required to work on the preceding Friday; and, if the holiday falls on a Sunday, employees shall not be required to work on the following Monday. If school is in session on the Friday or Monday above, the employee shall receive a "floating" holiday which will be taken on a day approved by the Administration.

ARTICLE XV  
SECRETARIAL VACATION SCHEDULE

A. TWELVE MONTH EMPLOYEES

All twelve (12) month employees shall receive ten (10) days vacation upon completion of one (1) year's service. In the fifth (5) year, employees shall receive fifteen (15) days vacation, which shall be available on July 1 of the fifth year. In the fifteenth (15) year, employees shall receive twenty (20) days vacation, which shall be available on July 1 of the fifteenth year. New employees will be prorated to the nearest .5 day based on ten (10) days annually. Vacation may not be taken five (5) working days prior to the opening of school for students, and the week thereafter.

B. TEN MONTH EMPLOYEES

Ten (10) month employees shall be entitled to no paid vacation time unless they are to have continuous employment by entering into a twelve (12) month contract with no break in employment, whereupon, the employee shall be entitled to ten (10) days vacation time for working the prior 10 months, or a prorated amount if having worked less than 10 months.

ARTICLE XVI

NON-TEACHING DUTIES

A. INTENT

The Board and Association acknowledge that a teacher's primary responsibility is to teach and that his energies should, to the extent possible, be utilized to this end.

Therefore, they agree as follows:

1. List of Non-Teaching Duties

Teachers shall not be required to collect money from students unless the activity is initiated by the teacher, and shall not be required to store or deliver books in or from other wings of the building. In unusual cases, custodial assistance may be requested.

2. Secretarial Assistance

To assist teachers in the preparations of materials, the office will provide duplicating services as well as secretarial help for the midterm and final term exams; and other reasonable secretarial help requests whenever possible with prior approval of the Principal.

3. Approved Use of Personal Vehicles

Prior approval by the Principal and the Superintendent shall be required for all approved uses of personal vehicles for school business purposes. Employees who receive this prior approval shall be compensated at the current rate allowable by the State of New Jersey. The Board will provide non-ownership liability insurance and said coverage will be secondary to the employees' personal coverage.

ARTICLE XVII

TEACHER EMPLOYMENT

A. PLACEMENT ON SALARY SCHEDULE

1. Placement on the salary guide shall be in accordance with N.J.S.A. 18A: 29-9, whenever a person shall accept employment as a teacher in the school district, his initial placement on the salary schedule shall be agreed upon by the individual and the Board of Education at the time of employment and shall constitute the final determination of credit for previous teaching experience, provided that credit shall be given for military service up to a maximum of four (4) years.
2. All certified staff members hired in a given school year who start work on or after February 1 of that year will remain on their step on the Teachers' Salary Guides until the end of the following contractual year.

B. NOTIFICATION OF CONTRACT AND SALARY

Tenure teachers shall be notified of their contract and salary status for the ensuing year no later than May 15. If salary negotiations have not been concluded, only contract approval notification will be made.

ARTICLE XVIII

SALARIES

A. SALARY SCHEDULE

1. The salary of each employee covered by this Agreement is set forth in the attached Schedules which are made a part hereof. Sponsors and coaches shall be paid in accordance with the attached Schedules which are made a part hereof.

Teachers who begin employment in the district on or after July 1, 2014, will only be eligible for the MA60/Doctorate column if they have a Doctorate degree.

Teachers working in the district prior to July 1, 2014, will be placed on the MA60/Doctorate column if they have a Master's Degree plus 60 credits as of June 30, 2024. After that date, teachers must have a Doctorate degree to be placed on that column.

2. All compensation above the employee's regular salary shall be specifically defined on the individual's pay stub, as is presently done by the Board.

B. PROCEDURE FOR WITHHOLDING EMPLOYMENT OR ADJUSTMENT INCREMENTS

Salary increments are not to be considered automatic. The Board reserves the right to withhold salary increments where, in the judgment of the Board based on the recommendation of the Superintendent, a teacher's performance does not meet the standards expected by the Board.

The salary schedule does not guarantee an automatic salary increase but merely indicates the agreed upon value for basic services rendered by the individual whose performance and professional record meet the standards expected by the Board for the position held.

The Board, in making it clear that the salary guide is not automatic, is including in this Agreement N.J.S.A. 18A:29-14 as an integral part of this salary agreement.

C. WITHHOLDING INCREMENTS; CAUSES; NOTICES OF APPEALS

Any Board of Education may withhold, for inefficiency or other good cause, the employment increment, or the adjustment increment, or both, of any member in any year by a majority vote of all the members of the Board of Education. It shall be the duty of the Board, within ten (10) days, to give written notice of such action together with the reasons therefore, to the member concerned. The member may appeal such action to the commissioner under rules prescribed by him. The commissioner shall consider such appeal and shall either affirm the action of the Board or direct that the increment or increments be paid. The commissioner may designate an assistant commissioner of education to act for him in his place and with his powers on such appeals.

Other good causes may include, but not be limited to the following:

1. Persistent lateness in arriving to school
2. Lack of classroom control
3. Lack of adequate lesson planning and preparation
4. Frequent lateness to class or assigned duties such as study hall, cafeteria duty, etc.
5. Refusal to attend scheduled faculty meetings or department meetings
6. Insubordination
7. Conduct unbecoming a professional educator
8. Failure to fulfill written responsibilities developed by the subject supervisors and the administration

A teacher must be given written notification by the Superintendent at least ten (10) work days prior to Board meeting at which he will recommend withholding of increment, which notice shall contain reasons for recommendations.

D. METHOD OF PAYMENT

1. Pay Periods

Each employee shall be paid on the 15th and 30th of each month of entitlement. The Board may, however, pay in advance of these dates. Direct deposit of pay checks will be offered to employees.

2. Savings Plan

Each employee may individually elect to have an amount of his monthly salary deducted from his pay. These funds shall be deposited in the employee's name with the South Jersey Federal Credit Union. This is not considered a "summer payment plan" as described in N.J.S.A. 18A:29-3.

3. Extra Pay for Extra Duty

Advisors, Co-Curricular personnel, Supervision personnel and the Athletic Trainer shall be paid 35% of their stipend in December and 65% of their stipend in June. Coaches shall be paid one-half their stipend in October and December for fall sports; in January and March for winter sports; and in April and June for spring sports.

- a. In the event a teacher accepts a sixth teaching period (2 modules) as part of his regularly scheduled teaching load, he shall be placed on Schedule C (attached).

The teacher maintains a right to refuse the additional class assignment (overload). However, if all properly certified teachers refuse the assignment, the Superintendent may assign a teacher on a reverse-seniority basis.

4. Fractional Contract

Any employee being paid on a fractional contract shall not be required to supervise study halls or lunch periods beyond that as described below:

Fractional Contract	Mods of Supervision
2/5	0
3/5	1
4/5	2

5. Final Pay

Each employee will receive his final pay on the last day prior to signing out, after approval of the Superintendent or his designee.

6. Second Duty Period

Teachers with a second duty of two (2) mods will be paid on Schedule B (attached). Assignment to such a second duty shall be made on a voluntary basis in order of seniority in the district on a district-wide basis. The seniority list shall include all certified personnel in the teaching unit, except guidance counselors, child study team personnel, media specialists, teacher of technology and nurses. Should the number of second duty periods needed be in excess of the number of volunteers, such second duties as necessary may be assigned on a reverse seniority basis. No member of the unit, however, may be assigned lunch duty as part or all of his second duty. Notification of the estimated number of second duty periods needed shall be made by June 15; volunteers respond by June 30; final assignments by the August regular board meeting. Exceptions to the timelines, which may occur from scheduling changes made prior to the opening of school, will be made known at the earliest possible date. Notification and acceptance will be corresponded via email due to time constraints.

## ARTICLE XIX

### VOLUNTARY REASSIGNMENTS

A. NOTIFICATION OF VACANCIES

1. Date

No later than May 15 of each school year and if requested by the local Association, the Superintendent shall deliver to the President of the Association a list of all known vacancies which shall occur during the school year. Nothing in this Article shall prevent the Superintendent from making additional announcements or postings of said vacancies.

2. Filing Requests

Employees, covered by this Agreement, who desire a change in grade and/or subject assignment may file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject to which the employee desires to be assigned.

## ARTICLE XX

### INVOLUNTARY REASSIGNMENTS

#### A. NOTICE

An involuntary reassignment of teachers shall be made only after a meeting between the teacher involved and the Principal, at which time the teacher shall be notified of the reason therefore. In the event that a teacher objects to the reassignment at this meeting, upon the request of the teacher, the Superintendent shall meet with him. The teacher may, at his option, have an Association representative present at such meeting.

## ARTICLE XXI

### PROMOTIONS

#### A. POSITIONS INCLUDED

Promotional positions are defined as follows:

Positions paying a salary differential and/or position on the administrator-supervisory levels of responsibility including, but not limited to, positions as Superintendent, Principal, Vice Principal, Guidance Director, Athletic Director, and Subject Area Supervisors. All vacancies in promotional positions, except acting positions, including specialists and/or special project teachers, pupil personnel workers and positions in programs funded by the Federal Government shall be made known to the President of the local Association by the Superintendent in accordance with the following procedures:

##### 1. Date and Contents of Posting

When school is in session, a list of promotional positions shall be presented to the President of the local Association as far in advance as practical, which would ordinarily be at least fifteen (15) school days before the final date when applications must be submitted and in no event less than ten (10) school days before such date. A copy of said notice shall be given to the local Association at the time of posting.

##### 2. Application Procedure

Unit members who are employed by the Board of Education of Eastern Camden County Regional School District and who desire to apply for such vacancies, shall submit their application(s), in writing, to the Superintendent within the time limit specified in the notice.

Teachers who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their names to the Superintendent together with the position(s) for which they desire to apply, and an address where they can be reached during the summer.

The Superintendent shall notify such teachers of any vacancy in a position for which they desire to apply. Such notice shall be sent as far in advance as practicable, and in no event less than ten (10) calendar days before applications must be submitted. In addition, the Superintendent shall, within the same time period, post a list of promotional positions to be filled during the summer period at the administration office, and a copy of said notice shall be given to the local Association.

## ARTICLE XXII

### TEACHER EVALUATION

#### 1. Evaluation Procedure

Evaluations shall be in accordance with New Jersey Statutes.

#### 2. Copies of Evaluation

A teacher shall be given a copy of any class visit or evaluation report prepared by his evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.

## ARTICLE XXIII

### PERSONNEL RECORDS

#### A. REVIEW OF FILE

All employees shall have the privilege, upon request to review the contents of his personnel file, and to receive copies at his expense of any documents contained therein. A representative of the Association can be present at such review. At least once every five years, an employee shall be able to indicate those documents and/or other materials in his file which he believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or his designee and if, in fact, they are in the Superintendent's judgment, obsolete or otherwise inappropriate to retain, they shall be destroyed. Disputes over the retention of said documents may be processed through the grievance procedure, commencing at the second level. The Board shall have the right to remove only personal references and academic references prior to an employee's review of his personnel file.

#### B. DEROGATORY MATERIAL

No material derogatory to an employee's conduct, service, character or personality shall be placed in his personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that he has had the opportunity to review such

material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material and his answer shall be reviewed by the Superintendent or his designee and attached to the file copy.

## ARTICLE XXIV

### FAIR DISMISSAL PROCEDURE

#### A. NOTIFICATION OF STATUS

##### 1. Notification

Notification of status shall be deemed by New Jersey Statutes.

##### 2. Reasons

Any non-tenure teacher who receives a notice of non-employment shall have fifteen (15) school days within which to request a statement of reasons for such non-employment from the Superintendent. The Superintendent shall give such a statement within ten (10) school days of the request

##### 3. Hearing

Any non-tenure teacher who has received such notice of non-employment and statement of reasons shall be entitled to a hearing before the Board, provided a written request for a hearing is received in the office of the School Business Administrator/Board Secretary within ten (10) days after receipt by the teacher of the statement of reasons.

The Board shall issue its written determination as to the employment or non-employment of said non-tenure teacher for the next succeeding school year within three (3) days after the completion of the hearing.

4. Should the Board fail to give to any employee covered by this Agreement either an offer of contract for employment for the next succeeding year or a notice that such employment will not be offered, all within the time and in the manner provided by the Article, then said Board shall be deemed to have offered to that employee covered by this Agreement continued employment for the next succeeding school year upon the same terms and conditions but with such increases in salary as may be required by law or policies of the Board.
5. If the employee, covered by this Agreement, desires to accept such employment, he shall notify the Board of such acceptance, in writing, by the last contractual workday in June. Notification shall be part of the year-end sign-out procedure. Failure to comply will result in the withholding of the final paycheck.

## ARTICLE XXV

### COMPLAINT PROCEDURE

#### A. PROCEDURAL REQUIREMENT

Any complaints regarding an employee made to any member of the administration by any parent, student, or other person which does or may influence evaluation of that employee shall be made known to the employee.

Employees shall be informed of complaints which will lead to disciplinary action within five (5) work days, including the name of the complainant.

#### B. MEETING WITH PRINCIPAL OR IMMEDIATE SUPERIOR

An Administrator or immediate superior shall meet with the unit member to apprise him of the full nature of the complaint and they shall attempt to resolve the matter informally.

#### C. RIGHT TO REPRESENTATION

The employee shall have the right to be represented by a member of the Association at any meetings or conferences regarding such complaint, as stated in Section A above.

## ARTICLE XXVI

### TEACHER FACILITIES

- A. Every effort will be made to provide space for each teacher within each instructional area in which he teaches to store his instructional materials and supplies.
- B. Teacher faculty rooms containing adequate equipment and supplies to aid in the preparation of instructional materials shall be provided during the school day for the use of teachers as a workroom. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said workroom, it shall be regularly cleaned by the school's custodial staff. An air conditioner is supplied for the workroom.
- C. A serviceable desk and chair will be maintained in each classroom.
- D. Adequate books, paper, pencils, pens, chalk, erasers and other such material required in daily teaching responsibilities shall be requisitioned from the general office.
- E. A computer terminal and printer will be provided in the teachers' workrooms.

## ARTICLE XXVII

### SICK LEAVE

#### A. ACCUMULATIVE

All teachers employed shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

All other employees, covered by this Agreement, on a ten (10) month basis shall be allowed ten (10) days personal illness, and on a twelve (12) month basis shall be allowed twelve (12) days personal illness each year without deduction from pay. Any unused sick leave shall be accumulated from year to year with no maximum limit.

#### B. PREVIOUS SICK LEAVE ACCUMULATION

Previously accumulated unused sick leave days shall be restored if the teacher returns within two (2) years, otherwise at the discretion of the Board.

#### C. NOTIFICATION OF ACCUMULATION

Employees shall be given a written accounting of accumulated sick leave days no later than September 15 of each school year.

#### D. SICK LEAVE REIMBURSEMENT

Upon simultaneous retirement from the teaching profession and retirement from the services of the Board, or retirement from the services of the Board, as confirmed by the New Jersey Teacher's Pension and Annuity Fund, Public Employee's Retirement System, or death, payment for unused sick leave will be made as per the following:

Eligibility for this plan begins upon reaching 100 unused sick days. Each eligible individual will receive payment as stated below for all unused sick days.

Teaching Unit - 25% of per diem

Instructional Aides - 25% of per diem

Custodial/ Secretarial Units - 25% of per diem

All payments are contingent upon notice of retirement filed with the Board of Education prior to March 1 of the final year of service. Failure to meet this requirement will result in payment in July of the year following retirement. If an employee dies while in the employ of the Board, or before such monies are paid, the above shall be paid to his/her estate.

## ARTICLE XXVIII

### TEMPORARY LEAVES OF ABSENCE

#### A. TYPES OF LEAVES

Employees, covered by this Agreement, shall be entitled to the following temporary leaves of absence with full pay each school year:

##### 1. Personal

Three personal days without giving reason therefore shall be granted per year. Unused personal days shall accumulate as sick days. Personal days may not be taken on days preceding or after a holiday unless they are of an emergency nature and approved by the Superintendent.

- a. At no time will more than 6% of the teaching staff take personal days on any given day when school is in session. Personal days will be granted on a first come first serve basis. The emergency use of a personal day in excess of 6% of the teaching staff may be granted with prior approval of the Superintendent.

##### 2. Professional Visitation

The Superintendent may approve up to two (2) days for the purpose of visiting other schools or attending meetings or conferences of an educational nature. These days are discretionary and approval shall be made on a case by case basis.

##### 3. Death in Immediate Family

Five consecutive days per occurrence in the event of death of parent, husband, wife, child, brother or sister, mother-in-law, or father-in-law, or other member of immediate household.

##### 4. Death of a Relative

At the time of the death, an employee, covered by this Agreement, shall be entitled to two consecutive days in the event of grandparents, aunt, uncle, niece, nephew, first cousin or in-law not covered by the preceding paragraph.

##### 5. Legal

Time necessary for required actual court appearances, in any court, except in the case of a suit against the Board, shall be granted according to the schedule below. In cases involving moral turpitude, the leave shall be without pay unless the individual is cleared of charges or otherwise proven innocent. Days restored in pay will be deducted from the legal day bank or from accumulated leave as appropriate.

A legal bank of 50 days will be established annually on July 1. Unit members may utilize up to a maximum of 3 days per fiscal year for personal legal matters. Documentation of the court appearance, summons, etc. must be provided with the request for absence.

In the event that the legal day bank is exhausted, each unit member shall use his/her accumulated leave for this type of absence.

Days remaining in the legal day bank as of June 30 will be removed. There will be no carryover or accumulation of these days from one year to the next.

Court appearances required for district related matters will not count against the legal day bank.

B. MILITARY

Military leave without pay shall be granted to any employee, covered by this Agreement, who is inducted or enlists in any branch of the armed forces of the United States for the period of said service and three (3) months thereafter, or three (3) months after recovery of any wound or sickness at time of discharge.

C. MATERNITY

An employee who chooses to invoke Federal or State Family Medical Leave Act during any leave period shall be entitled to follow the provisions and notification established by law. In all other circumstances, an employee, covered by this Agreement, shall notify the Superintendent, in writing, of her pregnancy as soon as it is medically confirmed. The employee shall further submit a written request to the Superintendent for any maternity leave or child rearing leave of absence 50 days prior to the anticipated birth. Accumulated sick leave time shall be available to said employees who suffer disability on account of pregnancy for thirty (30) calendar days prior to the birth and thirty (30) calendar days following the birth, and shall be requested in writing with a supporting doctor's note. Use of accumulated sick leave beyond these parameters must be submitted in writing and include a doctor's note to support the request. The same type of physician's certificate may be required under N.J.S.A. 18A:30-4 for pregnancy as for other disabilities.

An employee covered by this Agreement and returning from a leave of absence caused by pregnancy or birth shall be entitled to all benefits to which employees returning from other types of sick or disability leave would be entitled. No employee, covered by this Agreement, shall be barred from returning to work after the birth of her child solely on the ground that there has not been a stated or prescribed lapse of time between the birth and her desired date of return.

D. RETURN FROM LEAVE

All benefits to which said employee was entitled at the time of absence commenced, including unused accumulated sick leave shall be restored to the employee upon his return, and the employee shall be assigned to the same position which was held at the time said leave commenced, if available or, if not, to a substantially equivalent position.

E. EXTENSIONS AND RENEWALS

All applications for extensions or renewals of leaves shall be in writing.

F. GOOD CAUSE

Other leaves of absence, with or without pay, may be granted by the Board.

G. CHILD REARING LEAVE

In all other circumstances, all requests for child rearing leave must be submitted in writing to the Superintendent 50 days prior to the anticipated leave. The unpaid leave shall terminate at the end of the semester or a full year only. Employees on extended leaves of absence shall notify the Superintendent in writing no later than November 1, of their intention to return or not to return for the second semester, or on April 1, of their intention to return or not return in the following school year.

H. PERSONAL LEAVE

The Board shall grant one unpaid leave per school year per person for a serious illness in the immediate family, with a maximum of three (3) of said leaves per school year for the entire unit.

ARTICLE XXIX

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. PURPOSE

In our rapidly changing society teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education. The Board recognizes that it shares with its professional staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board of Education and the Association support the principle of continuing training of teachers and the improvement of instruction. The Board and the Association also recognize the need for all staff to remain current in appropriate skills and knowledge.

B. PROGRAMS

1. Tuition-Teachers

The Board shall pay up to \$2,295 per fiscal year in 2014-2015, 2015-2016 and 2016-2017 to any teacher subject to prior approval by the Superintendent in accordance with any one of the below listed criteria:

- a. Graduate courses in the teacher's area of instruction granted by an accredited college or university completed with a "B" or better average.
- b. Graduate courses accepted by the State Board of Examiners for certification required for public school employment completed with a "B" or better average.
- c. Courses in education, the teacher's discipline, or that improve the teaching skills of the teacher. These courses must be approved by the Superintendent and completed with a "B" or better average.
- d. Graduate credits associated with workshops and seminars will not be eligible for tuition reimbursement.
- e. Tuition reimbursement shall be available after one calendar year of employment at Eastern Camden County Regional School District.
- f. All coursework for reimbursement must be from a duly authorized institution of higher education as defined in N.J.S.A. 18A:3-15.3.

Non-tenured staff who begin employment in the district on or after July 1, 2014 will not be eligible for tuition reimbursement until they achieve tenure.

2. Tuition and Fees – Staff

The Board shall pay up to the following limits per fiscal year for tuition reimbursement provided that the Superintendent approves the course prior to the beginning of classes and the employee receives a "B" or better grade in the course or "pass" for a "pass/fail" course. The Superintendent's decision on the validity of the course to be reimbursable under this article shall be final.

All coursework for reimbursement must be from a duly authorized institution of higher education as defined in N.J.S.A. 18A:3-15.3.

Secretaries

2014-2015	\$530.00
2015-2016	\$530.00
2016-2017	\$530.00

Custodial / Maintenance

2014-2015	\$396.00
2015-2016	\$396.00
2016-2017	\$396.00

3. Professional Library

Teachers may requisition education resource materials through and with approval by the administration during the school year.

4. Summer Work for Professional Development

When the Board offers a teacher employment during the summer recess to perform the same type of work as during the school year, the rate of pay shall be computed as it would during the regular school year. In the event a teacher works a portion of a day, his compensation shall be prorated as it relates to the length of a teacher's day as defined in the appropriate Article. Such rate of pay shall not apply to teachers hired during the summer recess, as driver education instructors, to write curriculum, or for custodial or maintenance work.

5. Black Seal License Renewal

The Board will reimburse Custodial/Maintenance employees the cost of renewing their black seal license every three years. However, the Board will not reimburse employees for the initial cost of obtaining a black seal license.

C. TEACHER PREP FOR TURNKEY TRAINING

Staff will be compensated 1.5 hours at the curriculum rate or provided with two (2) coverage periods to prepare for each hour of training. The decision on whether to provide compensation or coverage periods will be at administrative discretion. The staff member will only be compensated for preparation for the training one time, even if that same training is given on multiple occasions.

ARTICLE XXX

PROTECTION OF EMPLOYEES, STUDENTS AND PROPERTY

- A. In the event the Administration or Board or both shall determine that conditions in the school system or a portion thereof are unsafe or hazardous for the health, safety or well-being of students and employees, the Association shall be consulted immediately for its advice as to the development of programs that will attempt to promote the safety of students, employees and property. In such events, employees may not be required to perform their regular duties and Association representatives shall be permitted full access to school facilities and teachers.
- B. The above procedures are subject to such laws, rules and regulations as may be imposed by law enforcement officials and are further subject to such time limitations as may be appropriate because of the emerging nature of the conditions that may exist.

C. REASONABLE FORCE

As specified in N.J.S.A. 18A: 6-1, an employee may, within the scope of his employment use and apply such amount of force as is reasonable and necessary: To quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil; for the purpose of self-defense; and for the protection of persons or property.

D. REPORTING ASSAULTS

1. All employees, covered by this Agreement, shall immediately report cases of assault, vandalism or violence suffered by them in connection with their employment or witnessed by them to the Principal.
2. Such notification shall be immediately forwarded to the Superintendent who shall comply with any reasonable request from said employee for information in the possession of the Superintendent relating to the incident or the persons involved.

E. NURSE

Nurses may leave the building during their scheduled duty free preparation upon advising their supervisor or his designee as well as the other nurse. Any day the nurse chooses not to leave the building, sign out may be 15 minutes prior to the end of the day. On any day the nurse chooses to leave the building, sign out will be at the regularly scheduled time. In the absence of a nurse or substitute, the nurse in attendance may not opt to leave the building during their preparation time unless there is an emergency.

ARTICLE XXXI

MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

A. SPECIAL ASSISTANCE

When, in the judgment of a teacher, a student appears to require special assistance, the teacher shall be free to avail himself of the service of the Superintendent, Principal, Vice Principal, Assistant Principal, Counselor, Psychologist, or other specialist.

B. DISRUPTIVE STUDENTS

When, in the judgment of a teacher, a student is, by his behavior, seriously disrupting the instructional program to the detriment of other students, the teacher may temporarily exclude the student from the classroom and refer him to the Assistant Principal. In such cases the Assistant Principal shall arrange as soon as possible, and under normal circumstances not later than the conclusion of the following school day, a conference among himself, the teacher and possibly an appropriate specialist as prescribed by the Assistant Principal to discuss the problem and to decide upon appropriate steps for its resolution.

C. SCHOOL PROCEDURES

A student handbook which includes disciplinary procedures shall be supplied to each student and each teacher. Modifications of same shall be made only after consultation with parents, students and faculty representatives.

ARTICLE XXXII

INSTRUCTIONAL ADVISORY COUNCIL

A. ORGANIZATION

1. Purpose

An Instructional Advisory Council shall be established and shall meet no later than October 1 of each school year. The purpose of the council shall be to strengthen the educational program through recommendations, research, implementation, and evaluation by the Superintendent and the Association to best meet the needs of the students, the schools, and the community. The council may advise the Board and the Association on such matters as curriculum improvements, teaching techniques, instructional organizational patterns, experimentation, extra-curricular programs, in-service training and staff development, pupil testing and evaluation, philosophy and educational goals of the district, teacher recruitment, research, educational specifications for buildings, school policy manual and other related matters regarding the effective operation of the Eastern High School District.

2. Membership

The council shall consist of at least one (1) representative from each department as recommended by the Subject Area Supervisor and/or appointed by the Superintendent who shall act as chairperson or appoint a chairperson.

3. Rules of Procedure

The council shall establish its own rules of procedure.

B. RULES OF PROCEDURE

1. Board and Association Action

The Board and the Association shall consider and study all written recommendations submitted by the council for action. If the Board or the Association refuses to adopt any such recommendations, it shall state the reasons for such refusal to the council.

2. Minority Reports

Reports of the council may include minority as well as majority views.

C. BUDGET

The Board shall consider requests for funds by Instructional Council for the purpose of assisting said council in carrying out its stated purpose.

ARTICLE XXXIII

PERSONAL FREEDOM

A. PERSONAL

The personal life of an employee is not an appropriate concern for attention of the Board except as it may prevent the employee from performing properly his assigned functions during the work day.

B. CITIZENSHIP

Employees shall be entitled to full rights of citizenship, and no personal, religious, or political activities of any employee outside the area of employment or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such employee, providing said activities do not violate any local, state, or federal law.

ARTICLE XXXIV

DEDUCTION FROM SALARY

A. ASSOCIATION PAYROLL DUES DEDUCTION

1. The Board agrees to deduct from the salaries of employees covered by this Agreement dues for the Eastern Education Association, the Camden County Education Association, the New Jersey Education Association and the National Education Association, or any one of any combination of such Associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 N.J. Public Laws of 1969 (N.J.S.A. 52:14- 15.99e) and under rules established by the State Department of Education. Said monies together with current records of any corrections shall be transmitted to such persons as may from time to time be designated by the Eastern Education Association by the 15th of each month following the monthly pay period in which deductions are made. The person designated shall disburse such monies to the appropriate association or associations.

2. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

## ARTICLE XXXV

### INSURANCE PROTECTION

- A. Effective January 1, 2012, and continuing for the remainder of this contract, the Board of Education shall provide medical and prescription coverage through the New Jersey School Employees' Health Benefits Plan (SEHBP) and continue dental and vision plans at equal or better levels of coverage than the current levels. The Board will provide up to and including full family coverage for dental and vision under the provider it selects.

Health benefit coverages, unless specifically restricted, will be granted to teachers employed for a minimum of 25 hours per week. All other employees must be employed for a minimum of 30 hours per week to receive health benefit coverages.

Employees will contribute an amount toward their health benefit premiums in accordance with the attached tables. The amount of the contribution will be determined by the type of coverage (single; parent and child; two party; or family), the amount of the total premium assessed for that coverage and the amount of the employee's annual salary.

1. Retirement Coverage

According to New Jersey Statute.

2. Income Protection Plan

For employees selecting single medical coverage, the Board will provide Income Protection to an annual maximum of \$1,124 in 2014-2015, 2015-2016 and 2016-2017.

3. Dental

The Board shall provide up to full family dental coverage as listed. Instructional Aides are not entitled to dental benefits for the 2014-2015 school year. Effective July 1, 2015, Instructional Aides will be eligible for up to full family dental benefits after one year of service in the district.

Preventive & Diagnostic	UCR-100%
Remaining Basic	UCR-100%
Crowns	UCR-100%
Prosthodontics	UCR-75% / 25%
Orthodontics	UCR-50% / 50%
No deductible	

Maximum yearly coverage	\$1,500
Maximum orthodontic coverage (Dependent children only)	\$1,500

4. Vision Plan

The Board shall provide up to full family vision coverage. Instructional Aides are not entitled to vision benefits.

Vision coverage will consist of an examination every 12 months beginning in July (no co-pay) and a hardware allotment every 24 months (\$20.00 co-pay).

5. Section 125 Plan

During the term of this contract, the Board will maintain a Section 125 Plan (Plan) as defined by the Internal Revenue Service Code. At a minimum, the Plan will include options required under the New Jersey laws governing local Boards of Education.

a. Cash Option:

For 2014-2015, 2015-2016 and 2016-2017, employees who withdraw from all coverages (medical, prescription, dental and vision) will be entitled to annual compensation in the amounts of \$2,616.00 (for single coverages) or \$3,491.00 (for all other coverages), unless limited by the laws of New Jersey. The employee must provide proof of other continuing medical coverage to be eligible for this option.

Due to the current difference in the State's benefit period (calendar year) and the district's benefit period (fiscal year ending June 30), eligible cash payments for waiver of health coverage will be paid in six month installments beginning December, 2011. For the period of July through December, one-half of the stipend will be paid on the last working day in December, and for the period of January through June, one-half of the stipend will be paid on the last working day in June. The waiver period will be effective for one full year which will coincide with the State's benefit period.

Beginning January 1, 2012 and continuing for the remainder of this agreement, employees will be prohibited by law from having multiple health coverage through the State Health Benefits Plan (SHBP) and/or the School Employee's Health Benefits Plan (SEHBP). As a result, employees with multiple State health coverage will be required to either choose one coverage combination (medical and prescription) and terminate all other coverage through the State (medical and prescription), or individually maintain State coverage in a manner that will not provide multiple coverage for the employee or any dependent. Additionally, coverage that is terminated as described in this paragraph will not be eligible for the cash payment in lieu of benefits. However, the employee will be eligible for up

to and including full family dental and vision coverage offered by the district (except Instructional Aides who are not entitled to these coverages).

Notwithstanding the above, employees who have a change in status (e.g., termination of employment, divorce [copy of decree required], legal separation [copy of decree required], death [copy of certificate required], group contract/policy terminated, military discharge [form DD214 required]), which causes them to lose coverage elsewhere shall be entitled to re-enroll in the health plan during the plan year provided the employee gives the Board notice of the change in status within sixty days of the event causing the change. Otherwise all elections for a cash option shall be in effect for the entire twelve month benefit period. The Board's obligation for the cash option shall be prorated for those employees subject to a change in status. Return to the benefits plan for reasons other than change of status is subject to the terms of the carrier.

b. Premium Option Plan:

In accordance with P.L. 2011, c.78, the Board will offer a premium option plan which allows an employee to elect his health benefit premium contribution to be deducted from salary on a pre-tax basis for federal income tax purposes (does not apply to state income tax).

c. Flexible Spending Account – Medical Expenses:

In accordance with P.L. 2011, c.78, the Board will offer a flexible spending account for qualified medical expenses. The annual amount elected by the employee will be deducted from salary on a pre-tax basis for federal income tax purposes (does not apply to state income tax).

d. Flexible Spending Account – Dependent Care:

In accordance with P.L. 2011, c.78, the Board will offer a flexible spending account for dependent care expenses. The annual amount elected by the employee will be deducted from salary on a pre-tax basis for federal income tax purposes (does not apply to state income tax).

## ARTICLE XXXVI

### MISCELLANEOUS PROVISIONS

A. SEPARABILITY

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or application shall continue in full force and effect for the duration of this Agreement.

B. COMPLIANCE BETWEEN INDIVIDUAL CONTRACT AND MASTER AGREEMENT

Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with Agreement, this Agreement, during its duration shall be controlling.

C. FULLY BARGAINED PROVISION

This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

Except as this Agreement herein before provides, all terms and conditions of employment applicable on the effective date of this Agreement shall continue to be so applicable during the term of this Agreement.

D. RIGHTS OF THE BOARD

The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, in accordance with applicable laws and regulations (a) to direct employees of the school district; (b) to hire, promote, transfer, assign, and retain employees in positions in the school district, and to suspend, demote, discharge, or take other disciplinary action against employees; (c) to relieve employees from duty because of lack of work or other legitimate reasons; (d) to maintain efficiency of the school district operations entrusted to them; (e) to determine the methods, means and personnel by which such operations are to be conducted; (f) to establish reasonable work rules; and (g) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

ARTICLE XXXVII

REPRESENTATION

A. PURPOSE OF FEE

If an employee does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

B. AMOUNT OF FEE

1. Notification

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own. Fees to be paid by non-members will be equal to the maximum allowed by law.

2. Legal Maximum

In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to its own members, and the representation fee has been set at the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be changed to the maximum allowed, said change to become effective as of the earliest effective date set by law.

C. DEDUCTION AND TRANSMISSION OF FEE

1. Notification

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with Paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

2. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:

- a. ten (10) days after receipt of the aforesaid list by the Board; or
- b. thirty (30) days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

3. Termination of Employment

If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

4. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

5. Changes

The Association will notify the Board in writing of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice.

6. New Employees

On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association, a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles and dates of employment from all such employees.

D. INDEMNIFICATION AND SAVE HARMLESS PROVISION

1. Liability

The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of this Article, provided that:

- a. The Board gives the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and
- b. If the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

## ARTICLE XXXVIII

### MOVEMENT ON TEACHER SALARY GUIDE

Courses to provide lateral movement on the Teacher's Salary Guide shall meet any one of the below listed criteria:

1. Graduate courses in the Teacher's area of instruction or instructional methodologies or that improve the instructional skills of the teacher granted by an accredited college or university completed with a "B" or better average and with prior approval by the Superintendent.
2. Graduate courses accepted by the State Board of Examiners for certification required for public school employment completed with a "B" or better average and with prior approval by the Superintendent.
3. Graduate courses in the field of education completed with a "B" or better average and with prior approval by the Superintendent.
4. Courses of credit completed with a "B" or better average and with prior approval by the Superintendent.
5. After initial placement, the date of degree shall determine lateral movement for the BA and Masters guide for employees hired after July 1, 2002.
6. Graduate credits associated with workshops and seminars will not be eligible for lateral movement on the salary guide.
7. All coursework for lateral movement on the salary guides must be from a duly authorized institution of higher education as defined in N.J.S.A. 18A:3-15.3.
8. All lateral movement on the salary guides will be effective only on September 1, February 1 and May 1, with prior Board of Education approval.

## ARTICLE XXXIX

### DURATION OF AGREEMENT

#### A. Duration Period

This Agreement shall be effective as of July 1, 2014, and shall continue in effect until June 30, 2017, subject to no reopener clauses. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their secretaries, and their corporate seals to be placed hereon, all on the day and the year first written.

EASTERN EDUCATION ASSOCIATION    EASTERN BOARD OF EDUCATION

By Elizabeth O'Keef  
(President)

By Robert M. Cicco  
(President)

By Connie M. McBride  
(Secretary)

By Lind O'Neil  
(Secretary)

## Appendix A - Custodial Overtime Notice and Sign Up Sheet

## **CUSTODIAL/MAINTENANCE OVERTIME**

## **NOTICE AND SIGN UP SHEET**

When overtime is posted under "AVAILABLE" each employee shall write in "Yes" or "No" as to their willingness to work. A "No" will be considered as working and the employee shall be passed over until his/her name reappears at the top of the list.

\* List category – Custodian, Maintenance or Specialized Maintenance.

2014-2015 TEACHERS' SALARY GUIDE - SCHEDULE A									
2013-14 STEP	2014-15 STEP	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60/ Doctorate
N/A	1	47,714	48,990	50,266	52,005	53,397	54,790	56,650	58,650
1	2	48,214	49,490	50,766	52,505	53,897	55,290	57,150	59,150
2	3	48,714	49,990	51,266	53,005	54,397	55,790	57,650	59,650
3	4	49,214	50,490	51,766	53,505	54,897	56,290	58,150	60,150
4	5	49,814	51,090	52,366	54,105	55,497	56,890	58,750	60,750
5	6	50,764	52,040	53,316	55,055	56,447	57,840	59,700	61,700
6	7	51,719	52,995	54,271	56,010	57,402	58,795	60,655	62,655
7	8	52,505	53,781	55,057	56,796	58,188	59,581	61,441	63,441
8	9	55,460	56,736	58,012	59,751	61,143	62,536	64,396	66,396
9	10	60,360	61,636	62,912	64,651	66,043	67,436	69,296	71,296
10	11	66,260	67,536	68,812	70,551	71,943	73,336	75,196	77,196
11	12	69,560	70,836	72,112	73,851	75,243	76,636	78,496	80,496
12	13	72,860	74,136	75,412	77,151	78,543	79,936	81,796	83,796
13	14	77,970	79,246	80,522	82,261	83,653	85,046	86,906	88,906
14	15	82,645	83,921	85,197	86,936	88,328	89,721	91,581	93,581
15 & 16	16	88,820	90,096	91,372	93,111	94,503	95,896	97,756	99,756

2014-2015 TEACHERS' SALARY GUIDE - SCHEDULE B									
SECOND DUTY ASSIGNMENT (+ 1,917)									
2013-14 STEP	2014-15 STEP	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60/ Doctorate
N/A	1	49,631	50,907	52,183	53,922	55,314	56,707	58,567	60,567
1	2	50,131	51,407	52,683	54,422	55,814	57,207	59,067	61,067
2	3	50,631	51,907	53,183	54,922	56,314	57,707	59,567	61,567
3	4	51,131	52,407	53,683	55,422	56,814	58,207	60,067	62,067
4	5	51,731	53,007	54,283	56,022	57,414	58,807	60,667	62,667
5	6	52,681	53,957	55,233	56,972	58,364	59,757	61,617	63,617
6	7	53,636	54,912	56,188	57,927	59,319	60,712	62,572	64,572
7	8	54,422	55,698	56,974	58,713	60,105	61,498	63,358	65,358
8	9	57,377	58,653	59,929	61,668	63,060	64,453	66,313	68,313
9	10	62,277	63,553	64,829	66,568	67,960	69,353	71,213	73,213
10	11	68,177	69,453	70,729	72,468	73,860	75,253	77,113	79,113
11	12	71,477	72,753	74,029	75,768	77,160	78,553	80,413	82,413
12	13	74,777	76,053	77,329	79,068	80,460	81,853	83,713	85,713
13	14	79,887	81,163	82,439	84,178	85,570	86,963	88,823	90,823
14	15	84,562	85,838	87,114	88,853	90,245	91,638	93,498	95,498
15 & 16	16	90,737	92,013	93,289	95,028	96,420	97,813	99,673	101,673

2014-2015 TEACHERS' SALARY GUIDE - SCHEDULE C									
ADDITIONAL CLASS ASSIGNMENT (+ 7,101)									
2013-14 STEP	2014-15 STEP	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60/ Doctorate
N/A	1	54,815	56,091	57,367	59,106	60,498	61,891	63,751	65,751
1	2	55,315	56,591	57,867	59,606	60,998	62,391	64,251	66,251
2	3	55,815	57,091	58,367	60,106	61,498	62,891	64,751	66,751
3	4	56,315	57,591	58,867	60,606	61,998	63,391	65,251	67,251
4	5	56,915	58,191	59,467	61,206	62,598	63,991	65,851	67,851
5	6	57,865	59,141	60,417	62,156	63,548	64,941	66,801	68,801
6	7	58,820	60,096	61,372	63,111	64,503	65,896	67,756	69,756
7	8	59,606	60,882	62,158	63,897	65,289	66,682	68,542	70,542
8	9	62,561	63,837	65,113	66,852	68,244	69,637	71,497	73,497
9	10	67,461	68,737	70,013	71,752	73,144	74,537	76,397	78,397
10	11	73,361	74,637	75,913	77,652	79,044	80,437	82,297	84,297
11	12	76,661	77,937	79,213	80,952	82,344	83,737	85,597	87,597
12	13	79,961	81,237	82,513	84,252	85,644	87,037	88,897	90,897
13	14	85,071	86,347	87,623	89,362	90,754	92,147	94,007	96,007
14	15	89,746	91,022	92,298	94,037	95,429	96,822	98,682	100,682
15 & 16	16	95,921	97,197	98,473	100,212	101,604	102,997	104,857	106,857

2014-2015 TEACHERS' SALARY GUIDE - SCHEDULE D									
EARLY DUTY ASSIGNMENT (+ 2,130)									
2013-14 STEP	2014-15 STEP	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60/ Doctorate
N/A	1	49,844	51,120	52,396	54,135	55,527	56,920	58,780	60,780
1	2	50,344	51,620	52,896	54,635	56,027	57,420	59,280	61,280
2	3	50,844	52,120	53,396	55,135	56,527	57,920	59,780	61,780
3	4	51,344	52,620	53,896	55,635	57,027	58,420	60,280	62,280
4	5	51,944	53,220	54,496	56,235	57,627	59,020	60,880	62,880
5	6	52,894	54,170	55,446	57,185	58,577	59,970	61,830	63,830
6	7	53,849	55,125	56,401	58,140	59,532	60,925	62,785	64,785
7	8	54,635	55,911	57,187	58,926	60,318	61,711	63,571	65,571
8	9	57,590	58,866	60,142	61,881	63,273	64,666	66,526	68,526
9	10	62,490	63,766	65,042	66,781	68,173	69,566	71,426	73,426
10	11	68,390	69,666	70,942	72,681	74,073	75,466	77,326	79,326
11	12	71,690	72,966	74,242	75,981	77,373	78,766	80,626	82,626
12	13	74,990	76,266	77,542	79,281	80,673	82,066	83,926	85,926
13	14	80,100	81,376	82,652	84,391	85,783	87,176	89,036	91,036
14	15	84,775	86,051	87,327	89,066	90,458	91,851	93,711	95,711
15 & 16	16	90,950	92,226	93,502	95,241	96,633	98,026	99,886	101,886

**2014-2015 TEACHERS' SALARY GUIDE - SCHEDULE E**

**DEPARTMENT FACILITATOR (+ 7,121)**

<b>2013-14 STEP</b>	<b>2014-15 STEP</b>	<b>BA</b>	<b>BA + 15</b>	<b>BA + 30</b>	<b>MA</b>	<b>MA + 15</b>	<b>MA + 30</b>	<b>MA + 45</b>	<b>MA + 60/ Doctorate</b>
N/A	1	54,835	56,111	57,387	59,126	60,518	61,911	63,771	65,771
1	2	55,335	56,611	57,887	59,626	61,018	62,411	64,271	66,271
2	3	55,835	57,111	58,387	60,126	61,518	62,911	64,771	66,771
3	4	56,335	57,611	58,887	60,626	62,018	63,411	65,271	67,271
4	5	56,935	58,211	59,487	61,226	62,618	64,011	65,871	67,871
5	6	57,885	59,161	60,437	62,176	63,568	64,961	66,821	68,821
6	7	58,840	60,116	61,392	63,131	64,523	65,916	67,776	69,776
7	8	59,626	60,902	62,178	63,917	65,309	66,702	68,562	70,562
8	9	62,581	63,857	65,133	66,872	68,264	69,657	71,517	73,517
9	10	67,481	68,757	70,033	71,772	73,164	74,557	76,417	78,417
10	11	73,381	74,657	75,933	77,672	79,064	80,457	82,317	84,317
11	12	76,681	77,957	79,233	80,972	82,364	83,757	85,617	87,617
12	13	79,981	81,257	82,533	84,272	85,664	87,057	88,917	90,917
13	14	85,091	86,367	87,643	89,382	90,774	92,167	94,027	96,027
14	15	89,766	91,042	92,318	94,057	95,449	96,842	98,702	100,702
15 & 16	16	95,941	97,217	98,493	100,232	101,624	103,017	104,877	106,877

2015-2016 TEACHERS' SALARY GUIDE - SCHEDULE A									
2014-15 STEP	2015-16 STEP	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60/ Doctorate
N/A	1	47,714	48,990	50,266	52,005	53,397	54,790	56,650	58,650
1	2	48,214	49,490	50,766	52,505	53,897	55,290	57,150	59,150
2	3	48,714	49,990	51,266	53,005	54,397	55,790	57,650	59,650
3	4	49,214	50,490	51,766	53,505	54,897	56,290	58,150	60,150
4	5	49,814	51,090	52,366	54,105	55,497	56,890	58,750	60,750
5	6	50,764	52,040	53,316	55,055	56,447	57,840	59,700	61,700
6	7	51,719	52,995	54,271	56,010	57,402	58,795	60,655	62,655
7	8	52,505	53,781	55,057	56,796	58,188	59,581	61,441	63,441
8	9	55,460	56,736	58,012	59,751	61,143	62,536	64,396	66,396
9	10	60,360	61,636	62,912	64,651	66,043	67,436	69,296	71,296
10	11	66,260	67,536	68,812	70,551	71,943	73,336	75,196	77,196
11	12	69,560	70,836	72,112	73,851	75,243	76,636	78,496	80,496
12	13	72,860	74,136	75,412	77,151	78,543	79,936	81,796	83,796
13	14	77,970	79,246	80,522	82,261	83,653	85,046	86,906	88,906
14	15	82,645	83,921	85,197	86,936	88,328	89,721	91,581	93,581
15 & 16	16	89,420	90,696	91,972	93,711	95,103	96,496	98,356	100,356

2015-2016 TEACHERS' SALARY GUIDE - SCHEDULE B									
SECOND DUTY ASSIGNMENT (+ 1,917)									
2014-15 STEP	2015-16 STEP	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60/ Doctorate
N/A	1	49,631	50,907	52,183	53,922	55,314	56,707	58,567	60,567
1	2	50,131	51,407	52,683	54,422	55,814	57,207	59,067	61,067
2	3	50,631	51,907	53,183	54,922	56,314	57,707	59,567	61,567
3	4	51,131	52,407	53,683	55,422	56,814	58,207	60,067	62,067
4	5	51,731	53,007	54,283	56,022	57,414	58,807	60,667	62,667
5	6	52,681	53,957	55,233	56,972	58,364	59,757	61,617	63,617
6	7	53,636	54,912	56,188	57,927	59,319	60,712	62,572	64,572
7	8	54,422	55,698	56,974	58,713	60,105	61,498	63,358	65,358
8	9	57,377	58,653	59,929	61,668	63,060	64,453	66,313	68,313
9	10	62,277	63,553	64,829	66,568	67,960	69,353	71,213	73,213
10	11	68,177	69,453	70,729	72,468	73,860	75,253	77,113	79,113
11	12	71,477	72,753	74,029	75,768	77,160	78,553	80,413	82,413
12	13	74,777	76,053	77,329	79,068	80,460	81,853	83,713	85,713
13	14	79,887	81,163	82,439	84,178	85,570	86,963	88,823	90,823
14	15	84,562	85,838	87,114	88,853	90,245	91,638	93,498	95,498
15 & 16	16	91,337	92,613	93,889	95,628	97,020	98,413	100,273	102,273

**2015-2016 TEACHERS' SALARY GUIDE - SCHEDULE C**

**ADDITIONAL CLASS ASSIGNMENT (+ 7,101)**

<b>2014-15 STEP</b>	<b>2015-16 STEP</b>	<b>BA</b>	<b>BA + 15</b>	<b>BA + 30</b>	<b>MA</b>	<b>MA + 15</b>	<b>MA + 30</b>	<b>MA + 45</b>	<b>MA + 60/ Doctorate</b>
N/A	1	54,815	56,091	57,367	59,106	60,498	61,891	63,751	65,751
1	2	55,315	56,591	57,867	59,606	60,998	62,391	64,251	66,251
2	3	55,815	57,091	58,367	60,106	61,498	62,891	64,751	66,751
3	4	56,315	57,591	58,867	60,606	61,998	63,391	65,251	67,251
4	5	56,915	58,191	59,467	61,206	62,598	63,991	65,851	67,851
5	6	57,865	59,141	60,417	62,156	63,548	64,941	66,801	68,801
6	7	58,820	60,096	61,372	63,111	64,503	65,896	67,756	69,756
7	8	59,606	60,882	62,158	63,897	65,289	66,682	68,542	70,542
8	9	62,561	63,837	65,113	66,852	68,244	69,637	71,497	73,497
9	10	67,461	68,737	70,013	71,752	73,144	74,537	76,397	78,397
10	11	73,361	74,637	75,913	77,652	79,044	80,437	82,297	84,297
11	12	76,661	77,937	79,213	80,952	82,344	83,737	85,597	87,597
12	13	79,961	81,237	82,513	84,252	85,644	87,037	88,897	90,897
13	14	85,071	86,347	87,623	89,362	90,754	92,147	94,007	96,007
14	15	89,746	91,022	92,298	94,037	95,429	96,822	98,682	100,682
15 & 16	16	96,521	97,797	99,073	100,812	102,204	103,597	105,457	107,457

**2015-2016 TEACHERS' SALARY GUIDE - SCHEDULE D**

**EARLY DUTY ASSIGNMENT (+ 2,130)**

<b>2014-15 STEP</b>	<b>2015-16 STEP</b>	<b>BA</b>	<b>BA + 15</b>	<b>BA + 30</b>	<b>MA</b>	<b>MA + 15</b>	<b>MA + 30</b>	<b>MA + 45</b>	<b>MA + 60/ Doctorate</b>
N/A	1	49,844	51,120	52,396	54,135	55,527	56,920	58,780	60,780
1	2	50,344	51,620	52,896	54,635	56,027	57,420	59,280	61,280
2	3	50,844	52,120	53,396	55,135	56,527	57,920	59,780	61,780
3	4	51,344	52,620	53,896	55,635	57,027	58,420	60,280	62,280
4	5	51,944	53,220	54,496	56,235	57,627	59,020	60,880	62,880
5	6	52,894	54,170	55,446	57,185	58,577	59,970	61,830	63,830
6	7	53,849	55,125	56,401	58,140	59,532	60,925	62,785	64,785
7	8	54,635	55,911	57,187	58,926	60,318	61,711	63,571	65,571
8	9	57,590	58,866	60,142	61,881	63,273	64,666	66,526	68,526
9	10	62,490	63,766	65,042	66,781	68,173	69,566	71,426	73,426
10	11	68,390	69,666	70,942	72,681	74,073	75,466	77,326	79,326
11	12	71,690	72,966	74,242	75,981	77,373	78,766	80,626	82,626
12	13	74,990	76,266	77,542	79,281	80,673	82,066	83,926	85,926
13	14	80,100	81,376	82,652	84,391	85,783	87,176	89,036	91,036
14	15	84,775	86,051	87,327	89,066	90,458	91,851	93,711	95,711
15 & 16	16	91,550	92,826	94,102	95,841	97,233	98,626	100,486	102,486

**2015-2016 TEACHERS' SALARY GUIDE - SCHEDULE E**

**DEPARTMENT FACILITATOR (+ 7,121)**

<b>2014-15 STEP</b>	<b>2015-16 STEP</b>	<b>BA</b>	<b>BA + 15</b>	<b>BA + 30</b>	<b>MA</b>	<b>MA + 15</b>	<b>MA + 30</b>	<b>MA + 45</b>	<b>MA + 60/ Doctorate</b>
N/A 1	1 2	54,835 55,335	56,111 56,611	57,387 57,887	59,126 59,626	60,518 61,018	61,911 62,411	63,771 64,271	65,771 66,271
2	3	55,835	57,111	58,387	60,126	61,518	62,911	64,771	66,771
3	4	56,335	57,611	58,887	60,626	62,018	63,411	65,271	67,271
4	5	56,935	58,211	59,487	61,226	62,618	64,011	65,871	67,871
5	6	57,885	59,161	60,437	62,176	63,568	64,961	66,821	68,821
6	7	58,840	60,116	61,392	63,131	64,523	65,916	67,776	69,776
7	8	59,626	60,902	62,178	63,917	65,309	66,702	68,562	70,562
8	9	62,581	63,857	65,133	66,872	68,264	69,657	71,517	73,517
9	10	67,481	68,757	70,033	71,772	73,164	74,557	76,417	78,417
10	11	73,381	74,657	75,933	77,672	79,064	80,457	82,317	84,317
11	12	76,681	77,957	79,233	80,972	82,364	83,757	85,617	87,617
12	13	79,981	81,257	82,533	84,272	85,664	87,057	88,917	90,917
13	14	85,091	86,367	87,643	89,382	90,774	92,167	94,027	96,027
14	15	89,766	91,042	92,318	94,057	95,449	96,842	98,702	100,702
15 & 16	16	96,541	97,817	99,093	100,832	102,224	103,617	105,477	107,477

2016-2017 TEACHERS' SALARY GUIDE - SCHEDULE A									
2015-16 STEP	2016-17 STEP	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60/ Doctorate
1	1-2	48,214	49,490	50,766	52,505	53,897	55,290	57,150	59,150
2	3	48,714	49,990	51,266	53,005	54,397	55,790	57,650	59,650
3	4	49,214	50,490	51,766	53,505	54,897	56,290	58,150	60,150
4	5	49,814	51,090	52,366	54,105	55,497	56,890	58,750	60,750
5	6	50,764	52,040	53,316	55,055	56,447	57,840	59,700	61,700
6	7	51,719	52,995	54,271	56,010	57,402	58,795	60,655	62,655
7	8	52,505	53,781	55,057	56,796	58,188	59,581	61,441	63,441
8	9	55,460	56,736	58,012	59,751	61,143	62,536	64,396	66,396
9	10	60,360	61,636	62,912	64,651	66,043	67,436	69,296	71,296
10	11	66,260	67,536	68,812	70,551	71,943	73,336	75,196	77,196
11	12	69,560	70,836	72,112	73,851	75,243	76,636	78,496	80,496
12	13	72,860	74,136	75,412	77,151	78,543	79,936	81,796	83,796
13	14	77,970	79,246	80,522	82,261	83,653	85,046	86,906	88,906
14	15	82,645	83,921	85,197	86,936	88,328	89,721	91,581	93,581
15	15A	87,920	89,196	90,472	92,211	93,603	94,996	96,856	98,856
16	16	90,020	91,296	92,572	94,311	95,703	97,096	98,956	100,956

2016-2017 TEACHERS' SALARY GUIDE - SCHEDULE B									
SECOND DUTY ASSIGNMENT (+ 1,917)									
2015-16 STEP	2016-17 STEP	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60/ Doctorate
1	1-2	50,131	51,407	52,683	54,422	55,814	57,207	59,067	61,067
2	3	50,631	51,907	53,183	54,922	56,314	57,707	59,567	61,567
3	4	51,131	52,407	53,683	55,422	56,814	58,207	60,067	62,067
4	5	51,731	53,007	54,283	56,022	57,414	58,807	60,667	62,667
5	6	52,681	53,957	55,233	56,972	58,364	59,757	61,617	63,617
6	7	53,636	54,912	56,188	57,927	59,319	60,712	62,572	64,572
7	8	54,422	55,698	56,974	58,713	60,105	61,498	63,358	65,358
8	9	57,377	58,653	59,929	61,668	63,060	64,453	66,313	68,313
9	10	62,277	63,553	64,829	66,568	67,960	69,353	71,213	73,213
10	11	68,177	69,453	70,729	72,468	73,860	75,253	77,113	79,113
11	12	71,477	72,753	74,029	75,768	77,160	78,553	80,413	82,413
12	13	74,777	76,053	77,329	79,068	80,460	81,853	83,713	85,713
13	14	79,887	81,163	82,439	84,178	85,570	86,963	88,823	90,823
14	15	84,562	85,838	87,114	88,853	90,245	91,638	93,498	95,498
15	15A	89,837	91,113	92,389	94,128	95,520	96,913	98,773	100,773
16	16	91,937	93,213	94,489	96,228	97,620	99,013	100,873	102,873

Combined steps 1 and 2. Employees placed on this combined step will move through the salary guide together.  
New step 15A inserted between existing steps 15 and 16.

2016-2017 TEACHERS' SALARY GUIDE - SCHEDULE C									
ADDITIONAL CLASS ASSIGNMENT (+ 7,101)									
2015-16 STEP	2016-17 STEP	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60/ Doctorate
1	1-2	55,315	56,591	57,867	59,606	60,998	62,391	64,251	66,251
2	3	55,815	57,091	58,367	60,106	61,498	62,891	64,751	66,751
3	4	56,315	57,591	58,867	60,606	61,998	63,391	65,251	67,251
4	5	56,915	58,191	59,467	61,206	62,598	63,991	65,851	67,851
5	6	57,865	59,141	60,417	62,156	63,548	64,941	66,801	68,801
6	7	58,820	60,096	61,372	63,111	64,503	65,896	67,756	69,756
7	8	59,606	60,882	62,158	63,897	65,289	66,682	68,542	70,542
8	9	62,561	63,837	65,113	66,852	68,244	69,637	71,497	73,497
9	10	67,461	68,737	70,013	71,752	73,144	74,537	76,397	78,397
10	11	73,361	74,637	75,913	77,652	79,044	80,437	82,297	84,297
11	12	76,661	77,937	79,213	80,952	82,344	83,737	85,597	87,597
12	13	79,961	81,237	82,513	84,252	85,644	87,037	88,897	90,897
13	14	85,071	86,347	87,623	89,362	90,754	92,147	94,007	96,007
14	15	89,746	91,022	92,298	94,037	95,429	96,822	98,682	100,682
15	15A	95,021	96,297	97,573	99,312	100,704	102,097	103,957	105,957
16	16	97,121	98,397	99,673	101,412	102,804	104,197	106,057	108,057

2016-2017 TEACHERS' SALARY GUIDE - SCHEDULE D									
EARLY DUTY ASSIGNMENT (+ 2,130)									
2015-16 STEP	2016-17 STEP	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60/ Doctorate
1	1-2	50,344	51,620	52,896	54,635	56,027	57,420	59,280	61,280
2	3	50,844	52,120	53,396	55,135	56,527	57,920	59,780	61,780
3	4	51,344	52,620	53,896	55,635	57,027	58,420	60,280	62,280
4	5	51,944	53,220	54,496	56,235	57,627	59,020	60,880	62,880
5	6	52,894	54,170	55,446	57,185	58,577	59,970	61,830	63,830
6	7	53,849	55,125	56,401	58,140	59,532	60,925	62,785	64,785
7	8	54,635	55,911	57,187	58,926	60,318	61,711	63,571	65,571
8	9	57,590	58,866	60,142	61,881	63,273	64,666	66,526	68,526
9	10	62,490	63,766	65,042	66,781	68,173	69,566	71,426	73,426
10	11	68,390	69,666	70,942	72,681	74,073	75,466	77,326	79,326
11	12	71,690	72,966	74,242	75,981	77,373	78,766	80,626	82,626
12	13	74,990	76,266	77,542	79,281	80,673	82,066	83,926	85,926
13	14	80,100	81,376	82,652	84,391	85,783	87,176	89,036	91,036
14	15	84,775	86,051	87,327	89,066	90,458	91,851	93,711	95,711
15	15A	90,050	91,326	92,602	94,341	95,733	97,126	98,986	100,986
16	16	92,150	93,426	94,702	96,441	97,833	99,226	101,086	103,086

Combined steps 1 and 2. Employees placed on this combined step will move through the salary guide together.  
New step 15A inserted between existing steps 15 and 16.

2016-2017 TEACHERS' SALARY GUIDE - SCHEDULE E									
DEPARTMENT FACILITATOR (+ 7,121)									
2015-16 STEP	2016-17 STEP	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60/ Doctorate
1	1-2	55,335	56,611	57,887	59,626	61,018	62,411	64,271	66,271
2	3	55,835	57,111	58,387	60,126	61,518	62,911	64,771	66,771
3	4	56,335	57,611	58,887	60,626	62,018	63,411	65,271	67,271
4	5	56,935	58,211	59,487	61,226	62,618	64,011	65,871	67,871
5	6	57,885	59,161	60,437	62,176	63,568	64,961	66,821	68,821
6	7	58,840	60,116	61,392	63,131	64,523	65,916	67,776	69,776
7	8	59,626	60,902	62,178	63,917	65,309	66,702	68,562	70,562
8	9	62,581	63,857	65,133	66,872	68,264	69,657	71,517	73,517
9	10	67,481	68,757	70,033	71,772	73,164	74,557	76,417	78,417
10	11	73,381	74,657	75,933	77,672	79,064	80,457	82,317	84,317
11	12	76,681	77,957	79,233	80,972	82,364	83,757	85,617	87,617
12	13	79,981	81,257	82,533	84,272	85,664	87,057	88,917	90,917
13	14	85,091	86,367	87,643	89,382	90,774	92,167	94,027	96,027
14	15	89,766	91,042	92,318	94,057	95,449	96,842	98,702	100,702
15	15A	95,041	96,317	97,593	99,332	100,724	102,117	103,977	105,977
16	16	97,141	98,417	99,693	101,432	102,824	104,217	106,077	108,077

Combined steps 1 and 2. Employees placed on this combined step will move through the salary guide together.  
New step 15A inserted between existing steps 15 and 16.

2014-2015 SALARIES AND HOURLY RATES FOR INSTRUCTIONAL AIDES				
STEP	BASE SALARY	BASE RATE	ABA SALARY	ABA RATE
1	18,038	13.00	20,466	14.75
2	18,384	13.25	20,813	15.00
3	18,981	13.68	21,409	15.43
4	19,675	14.18	22,103	15.93
5	20,369	14.68	22,797	16.43
6	21,062	15.18	23,490	16.93
7	21,756	15.68	24,184	17.43
8	22,450	16.18	24,878	17.93
9	23,144	16.68	25,572	18.43
10	23,837	17.18	26,265	18.93
11	24,878	17.93	27,306	19.68
12	25,669	18.50	28,097	20.25
13	26,363	19.00	28,791	20.75
14	27,056	19.50	29,484	21.25

2015-2016 SALARIES AND HOURLY RATES FOR INSTRUCTIONAL AIDES				
STEP	BASE SALARY	BASE RATE	ABA SALARY	ABA RATE
1	18,038	13.00	20,466	14.75
2	18,384	13.25	20,813	15.00
3	18,981	13.68	21,409	15.43
4	19,675	14.18	22,103	15.93
5	20,369	14.68	22,797	16.43
6	21,062	15.18	23,490	16.93
7	21,756	15.68	24,184	17.43
8	22,450	16.18	24,878	17.93
9	23,144	16.68	25,572	18.43
10	23,837	17.18	26,265	18.93
11	24,878	17.93	27,306	19.68
12	25,669	18.50	28,097	20.25
13	26,363	19.00	28,791	20.75
14	27,056	19.50	29,484	21.25
15	27,750	20.00	30,178	21.75

2016-2017 SALARIES AND HOURLY RATES FOR INSTRUCTIONAL AIDES				
STEP	BASE SALARY	BASE RATE	ABA SALARY	ABA RATE
1	18,038	13.00	20,466	14.75
2	18,384	13.25	20,813	15.00
3	18,981	13.68	21,409	15.43
4	19,675	14.18	22,103	15.93
5	20,369	14.68	22,797	16.43
6	21,062	15.18	23,490	16.93
7	21,756	15.68	24,184	17.43
8	22,450	16.18	24,878	17.93
9	23,144	16.68	25,572	18.43
10	23,837	17.18	26,265	18.93
11	24,878	17.93	27,306	19.68
12	25,669	18.50	28,097	20.25
13	26,363	19.00	28,791	20.75
14	27,056	19.50	29,484	21.25
15	27,750	20.00	30,178	21.75
16	28,444	20.50	30,872	22.25

**2014-2015 SECRETARIAL SALARY GUIDE**

<u>STEP</u>	
1	35,998
2	36,521
3	37,043
4	37,566
5	38,088
6	38,611
7	39,133
8	40,418
9	41,832
10	43,247
11	44,660
12	46,074
13	47,488
14	48,073
15	48,658
16	49,243

**2015-2016 SECRETARIAL SALARY GUIDE**

<u>STEP</u>	
1	36,726
2	37,249
3	37,771
4	38,294
5	38,816
6	39,339
7	39,861
8	41,146
9	42,560
10	43,975
11	45,388
12	46,802
13	48,216
14	48,801
15	49,386
16	49,971

**2016-2017 SECRETARIAL SALARY GUIDE**

<u>STEP</u>	
1	37,426
2	37,949
3	38,471
4	38,994
5	39,516
6	40,039
7	40,561
8	41,846
9	43,260
10	44,675
11	46,088
12	47,502
13	48,916
14	49,501
15	50,086
16	50,671

The salaries for the three years above represent twelve month employees. All other periods will be prorated accordingly.

**2014-2015 CUSTODIAL/MAINTENANCE SALARY GUIDE**

STEP	CUSTODIANS	MAINTENANCE	SPECIALIZED MAINTENANCE
1	28,000	33,000	35,900
2	28,500	33,500	36,400
3	29,000	34,000	36,900
4	29,510	34,510	37,410
5	30,225	35,225	38,125
6	31,284	36,284	39,184
7	32,425	37,425	40,325
8	33,725	38,725	41,625
9	35,025	40,025	42,925
10	36,885	41,885	44,785
11	39,105	44,105	47,005
12	41,325	46,325	49,225
13	43,625	48,625	51,525
14	45,825	50,825	53,725
15	47,925	52,925	55,825
16	50,733	55,300	58,202

STEP	CUSTODIANS	MAINTENANCE	SPECIALIZED MAINTENANCE
1	29,532	34,532	37,432
2	30,032	35,032	37,932
3	30,532	35,532	38,432
4	31,042	36,042	38,942
5	31,757	36,757	39,657
6	32,816	37,816	40,716
7	33,957	38,957	41,857
8	35,257	40,257	43,157
9	36,557	41,557	44,457
10	38,417	43,417	46,317
11	40,637	45,637	48,537
12	42,857	47,857	50,757
13	45,157	50,157	53,057
14	47,357	52,357	55,257
15	49,457	54,457	57,357
16	52,265	56,832	59,734

STEP	CUSTODIANS	MAINTENANCE	SPECIALIZED MAINTENANCE
1	31,878	36,878	39,778
2	32,378	37,378	40,278
3	32,878	37,878	40,778
4	33,388	38,388	41,288
5	34,103	39,103	42,003
6	35,162	40,162	43,062
7	36,303	41,303	44,203
8	37,603	42,603	45,503
9	38,903	43,903	46,803
10	40,763	45,763	48,663
11	42,983	47,983	50,883
12	45,203	50,203	53,103
13	47,503	52,503	55,403
14	49,703	54,703	57,603
15	51,803	56,803	59,703
16	54,611	59,178	62,080

**2015-2016 CUSTODIAL/MAINTENANCE SALARY GUIDE**

STEP	CUSTODIANS	MAINTENANCE	SPECIALIZED MAINTENANCE
1	28,160	33,160	36,060
2	28,660	33,660	36,560
3	29,160	34,160	37,060
4	29,670	34,670	37,570
5	30,385	35,385	38,285
6	31,444	36,444	39,344
7	32,585	37,585	40,485
8	33,885	38,885	41,785
9	35,185	40,185	43,085
10	37,045	42,045	44,945
11	39,265	44,265	47,165
12	41,485	46,485	49,385
13	43,785	48,785	51,685
14	45,985	50,985	53,885
15	48,085	53,085	55,985
16	51,383	55,950	58,852

STEP	CUSTODIANS	MAINTENANCE	SPECIALIZED MAINTENANCE
1	29,692	34,692	37,592
2	30,192	35,192	38,092
3	30,692	35,692	38,592
4	31,202	36,202	39,102
5	31,917	36,917	39,817
6	32,976	37,976	40,876
7	34,117	39,117	42,017
8	35,417	40,417	43,317
9	36,717	41,717	44,617
10	38,577	43,577	46,477
11	40,797	45,797	48,697
12	43,017	48,017	50,917
13	45,317	50,317	53,217
14	47,517	52,517	55,417
15	49,617	54,617	57,517
16	52,915	57,482	60,384

STEP	CUSTODIANS	MAINTENANCE	SPECIALIZED MAINTENANCE
1	32,038	37,038	39,938
2	32,538	37,538	40,438
3	33,038	38,038	40,938
4	33,548	38,548	41,448
5	34,263	39,263	42,163
6	35,322	40,322	43,222
7	36,463	41,463	44,363
8	37,763	42,763	45,663
9	39,063	44,063	46,963
10	40,923	45,923	48,823
11	43,143	48,143	51,043
12	45,363	50,363	53,263
13	47,663	52,663	55,563
14	49,863	54,863	57,763
15	51,963	56,963	59,863
16	55,261	59,828	62,730

**2016-2017 CUSTODIAL/MAINTENANCE SALARY GUIDE**

STEP	CUSTODIANS	MAINTENANCE	SPECIALIZED MAINTENANCE
1	28,160	33,160	36,060
2	28,660	33,660	36,560
3	29,160	34,160	37,060
4	29,670	34,670	37,570
5	30,385	35,385	38,285
6	31,444	36,444	39,344
7	32,585	37,585	40,485
8	33,885	38,885	41,785
9	35,185	40,185	43,085
10	37,045	42,045	44,945
11	39,265	44,265	47,165
12	41,485	46,485	49,385
13	43,785	48,785	51,685
14	45,985	50,985	53,885
15	48,085	53,085	55,985
16	51,951	56,518	59,420

STEP	CUSTODIANS	MAINTENANCE	SPECIALIZED MAINTENANCE
1	29,692	34,692	37,592
2	30,192	35,192	38,092
3	30,692	35,692	38,592
4	31,202	36,202	39,102
5	31,917	36,917	39,817
6	32,976	37,976	40,876
7	34,117	39,117	42,017
8	35,417	40,417	43,317
9	36,717	41,717	44,617
10	38,577	43,577	46,477
11	40,797	45,797	48,697
12	43,017	48,017	50,917
13	45,317	50,317	53,217
14	47,517	52,517	55,417
15	49,617	54,617	57,517
16	53,483	58,050	60,952

STEP	CUSTODIANS	MAINTENANCE	SPECIALIZED MAINTENANCE
1	32,038	37,038	39,938
2	32,538	37,538	40,438
3	33,038	38,038	40,938
4	33,548	38,548	41,448
5	34,263	39,263	42,163
6	35,322	40,322	43,222
7	36,463	41,463	44,363
8	37,763	42,763	45,663
9	39,063	44,063	46,963
10	40,923	45,923	48,823
11	43,143	48,143	51,043
12	45,363	50,363	53,263
13	47,663	52,663	55,563
14	49,863	54,863	57,763
15	51,963	56,963	59,863
16	55,829	60,396	63,298

## **COACHING SALARY GUIDES**

### **ANNUAL STIPENDS FOR 2014-2017**

#### **Level I (Basketball, Football, Swimming/Diving and Wrestling)**

##### **Head Coach**

Step 1	6,100
Step 2	6,600
Step 3	7,100
Step 4	7,756

##### **Assistant Coach**

Step 1	4,300
Step 2	4,800
Step 3	5,300
Step 4	5,920

#### **Level II (All Other Varsity Sports)**

##### **Head Coach**

Step 1	5,400
Step 2	5,900
Step 3	6,400
Step 4	7,042

##### **Assistant Coach**

Step 1	3,800
Step 2	4,300
Step 3	4,800
Step 4	5,410

1. All coaches will be paid at one of the rates listed above.
2. The proration of shared/partial coaching assignments will also be based on one of the rates listed above.

## ACTIVITY SALARY GUIDES

### ANNUAL STIPENDS FOR 2014-2015

#### Clubs

A	3,416	
B	1,832	

ABSORB	B	Junior Classical League	B
Academic Challenge	A	Key Club	B
CAPPIES	B	Literary	B
Chess	A	Mathematics	B
Cultural Societies	B	Media	B
Computer	B	Mock Trial	B
Debate	A	Newspaper	A
DECA	A	Philosophy	B
DECA Assistant	B	Psychology	B
Eastern Hospitality	B	Roots and Shoots	B
ESCAPE	B	School Store	B
FBLA	B	Scrapbook	B
FEMPA	B	Sound & Lighting	A
Gay/Straight Alliance	B	SUCCESS	B
Honor Societies	B	Physics/Science league	B
Interact	A	World Affairs	B
Interact Assistant	B		

#### Student Activities

A	5,622	
B	4,244	
C	3,004	

Senior Advisor	A	Student Council	B
Junior Advisor	B	Student Council Assistant	C
Sophomore Advisor	C	Robotics	A
Freshman advisor	C	Robotics Assistant	C
Student Alliance	C		

#### Athletic Activities

A	4,244	
B	2,316	
C	2,178	

Head Cheerleader	A	Intramurals	C
Assistant Cheerleader	0.5 A	Varsity Club	B
Choreographer	C	Weightlifting	C
Crew	B		

## ACTIVITY SALARY GUIDES

### ANNUAL STIPENDS FOR 2014-2015

#### Arts

A	6,559
B	3,072
C	2,384
D	1,763
E	5,002

Marching Band		Theatre	
Director	A	Advisor	E
Assistant	B	Assistant	0.5 B
Assistant Band Director	E	Business Manager Associate	D
School Musical		Winter Guard	
Director	A	Director	B
Assistant/Vocal	E	Associate	D
Assistant	B	Drum Line	
Associate	C	Director	B
Co-Curricular		Assistant	C
Vocal	C	Associate	D
Instrumental	D	Yearbook	
String	C	Advisor	A
Team Theatre		Business	C
Advisor	D		
Assistant	0.5 C		

#### Supervision

Detention	4,244
Late/Early Bus	1,717

#### Miscellaneous (Pay Per Hour)

Bedside Instruction	48.79
Summer Curriculum Work	48.79

#### Athletic Trainer Stipend

4,875

## ACTIVITY SALARY GUIDES

### ANNUAL STIPENDS FOR 2015-2016

#### Clubs

A	3,484	
B	1,869	

ABSORB	B	Junior Classical League	B
Academic Challenge	A	Key Club	B
CAPPIES	B	Literary	B
Chess	A	Mathematics	B
Cultural Societies	B	Media	B
Computer	B	Mock Trial	B
Debate	A	Newspaper	A
DECA	A	Philosophy	B
DECA Assistant	B	Psychology	B
Eastern Hospitality	B	Roots and Shoots	B
ESCAPE	B	School Store	B
FBLA	B	Scrapbook	B
FEMPA	B	Sound & Lighting	A
Gay/Straight Alliance	B	SUCCESS	B
Honor Societies	B	Physics/Science league	B
Interact	A	World Affairs	B
Interact Assistant	B		

#### Student Activities

A	5,735	
B	4,329	
C	3,064	

Senior Advisor	A	Student Council	B
Junior Advisor	B	Student Council Assistant	C
Sophomore Advisor	C	Robotics	A
Freshman advisor	C	Robotics Assistant	C
Student Alliance	C		

#### Athletic Activities

A	4,329	
B	2,363	
C	2,221	

Head Cheerleader	A	Intramurals	C
Assistant Cheerleader	0.5 A	Varsity Club	B
Choreographer	C	Weightlifting	C
Crew	B		

## ACTIVITY SALARY GUIDES

### ANNUAL STIPENDS FOR 2015-2016

#### Arts

A	6,690
B	3,134
C	2,431
D	1,798
E	5,102

Marching Band		Theatre	
Director	A	Advisor	E
Assistant	B	Assistant	0.5 B
Assistant Band Director	E	Business Manager Associate	D
School Musical		Winter Guard	
Director	A	Director	B
Assistant/Vocal	E	Associate	D
Assistant	B		
Associate	C	Director	B
Co-Curricular		Associate	C
Vocal	C	Associate	D
Instrumental	D		
String	C	Advisor	A
Team Theatre		Business	C
Advisor	D		
Assistant	0.5 C		

#### Supervision

Detention	4,329
Late/Early Bus	1,751

#### Miscellaneous (Pay Per Hour)

Bedside Instruction	49.77
Summer Curriculum Work	49.77

#### Athletic Trainer Stipend

4,972
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## ACTIVITY SALARY GUIDES

### ANNUAL STIPENDS FOR 2016-2017

#### Clubs

<b>A</b>	<b>3,554</b>	
<b>B</b>	<b>1,906</b>	

ABSORB	B	Junior Classical League	B
Academic Challenge	A	Key Club	B
CAPPIES	B	Literary	B
Chess	A	Mathematics	B
Cultural Societies	B	Media	B
Computer	B	Mock Trial	B
Debate	A	Newspaper	A
DECA	A	Philosophy	B
DECA Assistant	B	Psychology	B
Eastern Hospitality	B	Roots and Shoots	B
ESCAPE	B	School Store	B
FBLA	B	Scrapbook	B
FEMPA	B	Sound & Lighting	A
Gay/Straight Alliance	B	SUCCESS	B
Honor Societies	B	Physics/Science league	B
Interact	A	World Affairs	B
Interact Assistant	B		

#### Student Activities

<b>A</b>	<b>5,849</b>	
<b>B</b>	<b>4,416</b>	
<b>C</b>	<b>3,125</b>	

Senior Advisor	A	Student Council	B
Junior Advisor	B	Student Council Assistant	C
Sophomore Advisor	C	Robotics	A
Freshman advisor	C	Robotics Assistant	C
Student Alliance	C		

#### Athletic Activities

<b>A</b>	<b>4,416</b>	
<b>B</b>	<b>2,410</b>	
<b>C</b>	<b>2,266</b>	

Head Cheerleader	A	Intramurals	C
Assistant Cheerleader	0.5 A	Varsity Club	B
Choreographer	C	Weightlifting	C
Crew	B		

## ACTIVITY SALARY GUIDES

### ANNUAL STIPENDS FOR 2016-2017

#### Arts

A	6,824
B	3,196
C	2,480
D	1,834
E	5,204

<b>Marching Band</b>		<b>Theatre</b>	
Director	A	Advisor	E
Assistant	B	Assistant	0.5 B
Assistant Band Director	E	Business Manager Associate	D
<b>School Musical</b>		<b>Winter Guard</b>	
Director	A	Director	B
Assistant/Vocal	E	Associate	D
Assistant	B		
Associate	C	Director	B
<b>Co-Curricular</b>		<b>Drum Line</b>	
Vocal	C	Assistant	C
Instrumental	D	Associate	D
String	C	Advisor	A
<b>Team Theatre</b>		<b>Yearbook</b>	
Advisor	D	Business	C
Assistant	0.5 C		

#### Supervision

Detention	4,416
Late/Early Bus	1,786

#### Miscellaneous (Pay Per Hour)

Bedside Instruction	50.77
Summer Curriculum Work	50.77

#### Athletic Trainer Stipend

5,072
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**EMPLOYEE HEALTH BENEFIT CONTRIBUTION SCHEDULE  
SEHBP FAMILY COVERAGE  
APPLY TO MEDICAL AND PRESCRIPTION**

<u>Pensionable Earnings</u>	<u>Percentage</u>
Less than \$25,000	3.00%
\$25,000 - less than \$30,000	4.00%
\$30,000 - less than \$35,000	5.00%
\$35,000 - less than \$40,000	6.00%
\$40,000 - less than \$45,000	7.00%
\$45,000 - less than \$50,000	9.00%
\$50,000 - less than \$55,000	12.00%
\$55,000 - less than \$60,000	14.00%
\$60,000 - less than \$65,000	17.00%
\$65,000 - less than \$70,000	19.00%
\$70,000 - less than \$75,000	22.00%
\$75,000 - less than \$80,000	23.00%
\$80,000 - less than \$85,000	24.00%
\$85,000 - less than \$90,000	26.00%
\$90,000 - less than \$95,000	28.00%
\$95,000 - less than \$100,000	29.00%
\$100,000 - less than \$110,000	32.00%
\$110,000 or more	35.00%

**EMPLOYEE HEALTH BENEFIT CONTRIBUTION SCHEDULE  
SEHBP MEMBER & SPOUSE/PARTNER COVERAGE  
APPLY TO MEDICAL AND PRESCRIPTION**

<u>Pensionable Earnings</u>	<u>Percentage</u>
Less than \$25,000	3.50%
\$25,000 - less than \$30,000	4.50%
\$30,000 - less than \$35,000	6.00%
\$35,000 - less than \$40,000	7.00%
\$40,000 - less than \$45,000	8.00%
\$45,000 - less than \$50,000	10.00%
\$50,000 - less than \$55,000	15.00%
\$55,000 - less than \$60,000	17.00%
\$60,000 - less than \$65,000	21.00%
\$65,000 - less than \$70,000	23.00%
\$70,000 - less than \$75,000	26.00%
\$75,000 - less than \$80,000	27.00%
\$80,000 - less than \$85,000	28.00%
\$85,000 - less than \$100,000	30.00%
\$100,000 or more	35.00%

**EMPLOYEE HEALTH BENEFIT CONTRIBUTION SCHEDULE  
SEHBP PARENT & CHILD COVERAGE  
APPLY TO MEDICAL AND PRESCRIPTION**

<u>Pensionable Earnings</u>	<u>Percentage</u>
Less than \$25,000	3.50%
\$25,000 - less than \$30,000	4.50%
\$30,000 - less than \$35,000	6.00%
\$35,000 - less than \$40,000	7.00%
\$40,000 - less than \$45,000	8.00%
\$45,000 - less than \$50,000	10.00%
\$50,000 - less than \$55,000	15.00%
\$55,000 - less than \$60,000	17.00%
\$60,000 - less than \$65,000	21.00%
\$65,000 - less than \$70,000	23.00%
\$70,000 - less than \$75,000	26.00%
\$75,000 - less than \$80,000	27.00%
\$80,000 - less than \$85,000	28.00%
\$85,000 - less than \$100,000	30.00%
\$100,000 or more	35.00%

**EMPLOYEE HEALTH BENEFIT CONTRIBUTION SCHEDULE  
SEHBP SINGLE COVERAGE  
APPLY TO MEDICAL AND PRESCRIPTION**

<u>Pensionable Earnings</u>	<u>Percentage</u>
Less than \$20,000	4.50%
\$20,000 - less than \$25,000	5.50%
\$25,000 - less than \$30,000	7.50%
\$30,000 - less than \$35,000	10.00%
\$35,000 - less than \$40,000	11.00%
\$40,000 - less than \$45,000	12.00%
\$45,000 - less than \$50,000	14.00%
\$50,000 - less than \$55,000	20.00%
\$55,000 - less than \$60,000	23.00%
\$60,000 - less than \$65,000	27.00%
\$65,000 - less than \$70,000	29.00%
\$70,000 - less than \$75,000	32.00%
\$75,000 - less than \$80,000	33.00%
\$80,000 - less than \$95,000	34.00%
\$95,000 or more	35.00%

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